



GUIDING MARION COUNTY'S WORKFORCE

**NOTIFICATION OF REQUEST FOR PROPOSALS**

Provision of  
**Adult Basic Education Provision**

Issued October 3, 2022

**Proposals must be received no later than 11:59 pm ET  
Friday, October 28, 2022**

RFP# (2022-004)

EmployIndy  
PNC Center  
101 W. Washing St., Suite 1200  
Indianapolis, IN 46204  
(317) 639-4441

EmployIndy, its programs and contract service providers are Equal Opportunity employers/programs. Auxiliary aids and services are available upon request to individuals with disabilities.

## EmployIndy Adult Education Request for Proposals

### I. Introduction

EmployIndy drives growth in Marion County by investing \$20 million a year in public, private, and philanthropic funds in innovative strategies focused on reducing barriers for residents so they may have access to career pathways and gain needed skills to excel in the workforce, thus presenting employers with qualified candidates to fulfill their hiring needs.

As the Workforce Development Board (WDB) for Marion County, EmployIndy acts as a leader and local intermediary for training providers, education institutions, employers, service providers, and community-based organizations. As is shown in EmployIndy's [workforce ecosystem map](#), EmployIndy has 170 education, training, community-based, and service providers and over 950 employer partners. Recently, EmployIndy, guided by 21 business, civic, education and non-profit community leaders, developed a new three-year strategic plan which identifies the three following strategies:

1. Ensure individuals and employers are prepared through a continuum of initiatives for a rapidly changing 21st Century economy
2. Build the capacity of partners in the workforce ecosystem and leverage systems knowledge of barriers and opportunities
3. Prioritize equitable interventions among institutions and employer partners to ensure economic mobility through good and promising jobs

### II. Purpose

EmployIndy is increasingly applying an intentional, place-based approach to delivering education, training, employability skills, and work-based learning at the neighborhood level to advance strong and supportive communities. The impact of these communal changes affect the concentrated areas of our city that suffer from disinvestment, high levels of multigenerational poverty, low educational attainment, and un- and under- employment. Through this RFP, EmployIndy seeks programs and services targeted at building the human capital within Marion County. As a sub-recipient of American Rescue Plan grant dollars through The Consolidated City of Indianapolis and Marion County, Indiana, by and through its Office of the Mayor ("City"), EmployIndy seeks adult education programs and services that help job seekers and workers meet their educational, job, and work experience goals while overcoming obstacles that have been exacerbated by COVID-19.

EmployIndy intends to increase accessibility to adult education services in Marion County by supporting providers helping Marion County residents finish high school, remediate basic skills, and ultimately pursue occupational training in high-wage, high-demand career pathways. Furthermore, grantees will have a connection to EmployIndy's Talent Solutions team to provide assistance in improving job placements following completion of training. EmployIndy seeks to improve the connection and braiding of funds between educational institutions, community-based organizations, neighborhood-level programs, and our local public workforce system. Through the establishment of a variety of partnerships, EmployIndy has the ability to leverage federal and local education and workforce funding to bring adult education services and case management support to organizations on an established and consistent schedule.

Without the education and skills that matter to area employers, our neighbors are unable to secure jobs that ensure a place in the workforce, livable wages or even career growth. Supporting barrier-busting

adult basic education services, allowing students to pursue and complete post-secondary education or training. Then, utilizing an ABC approach - Any job, Better job, Career – residents begin to find jobs and develop a work history. After demonstrating on-the-job competencies, individuals take on additional responsibilities that align with higher pay and continued learning opportunities. Finally, persons with interest and aptitude move into high-demand fields that help grow our local economy.

EmployIndy seeks to help individuals who experience significant barriers finding educational opportunities and employment. These barriers were only exacerbated by the effects of COVID-19 and therefore, eligible participants of this grant will be part of populations most impacted by the pandemic. Treasury's 'Final Rule on the use of State and Local Fiscal Recovery Funds' recognizes that the negative economic effects of the pandemic were particularly pronounced among lower-income families, who were more likely to experience income loss and more likely to have a job that required in-person work. The City of Indianapolis has defined the populations, households, or geographic areas disproportionately impacted by the pandemic as those who are:

- Housing Insecure
- Food Insecure
- Un- or underemployed
- Low-or Moderate Income
- Residing and/or working in zip codes disproportionately impacted by COVID 19 as indicated by the 2020 [Health and Economic Impacts of COVID-19 on Neighborhoods](#) report by SAVI

EmployIndy seeks to contract American Rescue Plan Act (ARPA) funds to organizations engaged in barrier-busting adult education activities. EmployIndy is soliciting proposals which will support, improve, and coordinate effective neighborhood-level education and training programs that connect underemployed and/or unemployed residents to jobs and career pathways that lead to self-sufficiency and family sustaining wages. Through the resulting contracts, EmployIndy will partner with these organizations and their neighborhood-level programs to increase program capacity and provide community level access to adult education and workforce development services throughout Marion County.

### **III. American Rescue Plan Act**

In 2020, the City of Indianapolis awarded EmployIndy CARES Act grant funds to support Rapid Reskilling, offering Marion County adult education providers expanded services and funded more opportunities for individuals to receive the training and reskilling necessary to take the next step towards their education and career goals. Through Rapid Reskilling funds, providers were able to collectively serve an additional 2,227 students between March and December of 2021--totaling around \$2,000 per participant. Over the next several months, we are utilizing ARP funds similarly to support learners through adult education providers.

EmployIndy recognizes both the value and weaknesses in the public workforce investment system when it comes to alleviating major employment barriers such as criminal backgrounds, transportation, and low education attainment. That is why we partner with successful education providers and community-based organizations working with unemployed and underemployed residents to increase capacity to deliver adult education and workforce services at a very local level through annual contracts. These agencies are uniquely positioned to offer a variety of individualized, culturally appropriate, accessible, and adjacent services that provide residents with the education and training needed to participate in the

mainstream economy through jobs offering the promise of financial stability and pathways to long-term careers.

#### A. Oversight

Following an organizational redesign that took place throughout 2020, EmployIndy is divided into four overarching teams, Development and External Affairs (which includes Communications), Finance & Administration (which includes Finance, Grants and Contracts, HR and Operations), Strategy (which includes Systems, Talent Solutions, and Business Partnerships), and Programs (which includes Post-Secondary, Career Services, Neighborhood, and K-12).

The oversight of adult education work resides with the Ecosystem Advancement team. This team will work with cross-departmental EmployIndy team members to provide quarterly technical assistance on participant tracking for reporting and new user training on required systems, etc. This includes evaluation of the program's overall effectiveness and performance of high school equivalency offerings, credential training, barrier-busting supports, and career navigation activities.

#### B. Career Navigation Services

EmployIndy places high significance on the quality and impact of services to participants entrenched in a career navigation framework. Career navigation encompasses a range of services to individuals to help make educational, training, and occupational choices to connect to jobs in targeted sectors or occupations. Adult education providers often deliver highly impactful services including career services, counseling, and other supportive services. In an effort to consistently and broadly foster a career navigation culture throughout the broader workforce ecosystem, EmployIndy will seek and evaluate organizations with the capacities and knowledge critical to designing and implementing effective career navigation services to adult learners.

#### C. Key Performance Indicators and Outcomes

Grant recipients will be asked to report the outcomes of key adult education performance indicators, keeping in mind each organization's areas of focus/strength, that enable EmployIndy to track the respective program's impact within the broader local education and workforce system. EmployIndy is also interested in additional indicators of performance measured by our community partners, as well as qualitative data gathered from participants, employers and training providers. Defining additional measures tracked and qualitative outcomes collected by respondents, especially those by which an organization defines its own success, both immediately and long term, are highly encouraged in your response to this RFP. KPIs can be further negotiated with each provider before a contract is signed.

Indicators to be tracked through outcomes reporting should be proposed by each applicant based on their intended programming focus. These may include, but are not limited to:

- Number of eligible enrollees placed in adult education programs
- Number of eligible enrollees achieving Measurable Skills Gains
- Completed Credentials
- Transitions to Post-Secondary
- ELL Transitions to Training
- Co-enrollments into the Rapid Reemployment Response Network

Adult education program outcomes will be aggregated among other federally- and locally-funded programs administered by EmployIndy to broadly demonstrate the community- wide impact of our investments annually, offering results-based accountability to our community and stakeholders.

#### **IV. Terms of Solicitation**

This RFP describes the specific services EmployIndy seeks and sets forth application requirements for eligible respondents. This RFP does not commit EmployIndy to accept any proposal submitted, nor is EmployIndy responsible for any costs incurred by the respondent in the preparation of responses to the RFP. EmployIndy reserves the right to delay, amend, or reissue the RFP at any time. EmployIndy will evaluate all timely submitted proposals and competitively award contracts to respondents whose submissions are most responsive to the need for services described herein. EmployIndy reserves the right to reject any or all items in the proposals, to negotiate with any respondent after the proposals are reviewed and award the contract in whole or in part as is deemed to be in the best interest of EmployIndy.

##### **A. Eligible Entities**

Funding will be open to all recipients of Title II funds through DWD as well as previously funded Rapid Reskilling grantees to establish a more coordinated regional adult education strategy and to supplement Title II gaps locally, as well as build on strategies, outcomes, best practices from the Rapid Reskilling grants. EmployIndy recognizes that some organizations may not have the capacity to manage federally funded contracts but have distinct expertise in working with adults facing significant barriers to education and employment. In this circumstance, EmployIndy will be available to provide ongoing coaching and technical assistance to organizations to ensure successful grant implementation and serve as the contract lead and fiscal agent.

Eligible Costs reimbursable through ARPA funding are listed in Appendix A. In order to be reimbursed for expenses, adult education providers should provide documentation listed in Appendix B.

##### **B. Available Funding and Contract Period**

The Consolidated City of Indianapolis and Marion County, Indiana, by and through its Office of the Mayor (“City”) received ARPA funds through the Coronavirus Local Fiscal Recovery Fund (created by Section 9901 of ARPA) to respond to negative economic impacts of the pandemic, including assistance to households, small businesses, and nonprofits, as well as provision of government services. The City and EmployIndy expect to award \$1,927,965.15 public service administration and activities focused on adult education services from January 1, 2023 to December 31, 2023 with optional extension through June 30, 2024. EmployIndy is partnering with the City to oversee the award and implementation of these APRA funds. EmployIndy expects to award funds to 4-6 entities that demonstrate an ability to innovatively and effectively deliver the programs and services described herein. The procurement under this RFP will be covered through June 30, 2024. The contract will be a one-year contract beginning on January 1, 2023 and ending on December 31<sup>st</sup>, 2023 with optional extension through June 30<sup>th</sup>, 2024. The terms and conditions of this RFP and resulting contracts may change based on any Federal or State regulatory changes.

##### **C. Contract Type**

Contracts executed as a result of this RFP will be paid through cost reimbursement based on the scope of work and budget for negotiated services and outcomes. EmployIndy reserves the right to vary or change the terms of any contract executed as a result of this RFP, including funding levels, project deliverables, project schedule, and contract period. Performance and participant data reporting will be required in contracts executed as a result of this RFP; however, pay for performance clauses will not be included and reimbursement will not be based on performance reported.

#### D. Technical Qualifications

To be eligible for consideration, respondents submitting proposals may not have a financial or policy interest in EmployIndy and must demonstrate:

- Experienced staff or subcontractors to provide the services described herein or must show the ability to acquire such staff;
- Demonstrated experience in effectively performing similar types of services in the public or private sector;
- Ability to contract with EmployIndy for the delivery of services in a timely manner;
- Ability to fulfill contract requirements, including indemnification and insurance requirements;
- Satisfactory performance under a current or past contract with EmployIndy for similar services, when executing existing and/or previous contracts if a recipient of a past EmployIndy contract;
- Capacity to maintain adequate files and records and meet reporting requirements, as prescribed by EmployIndy;
- Capability to fiscally and administratively provide and manage the proposed services on a cost-reimbursement basis, to ensure adequate audit trail, to maintain audit ready files, and to monitor its own organization files (internal audit function);
- Ability to document eligibility and serve residents of Marion County who have been impacted by the COVID-19 pandemic;
- Familiarity with [City of Indianapolis and Marion County Purchasing Manual](#);
- Knowledge and understanding of [OMB's Uniform Guidance at 2 CFR 200](#).

#### E. Contracting Terms

1. A bidder or its principals shall be in good standing, not debarred or suspended, proposed for debarment, declared ineligible or otherwise excluded from entering into a financial agreement of federal or state funds.
2. Local, small, minority owned businesses are encouraged to respond and shall not be discriminated against during proposal review.
3. EmployIndy is an equal opportunity employer. All bidders shall certify the same. 4. The bidder certifies and agrees that it will provide and maintain a drug-free workplace.

5. Issuance of the RFP does not commit EmployIndy to award a contract, to pay costs associated with proposal development or to procure or contract for goods and/or services. Payment for services will be negotiated.
6. EmployIndy reserves the right to reject any and all proposals if it is in the best interest of EmployIndy to do so and waive any minor informalities or irregularities in the RFP process. EmployIndy shall be the sole judge of these irregularities.
7. For the top-ranked bidder(s) selected, references or other points of contact as necessary will be made and any comments will be used to complete the evaluation process. EmployIndy reserves the right to enter into negotiations with one or more bidders as a result of the RFP evaluation process and enter into a best and final negotiation with one or more of the bidders.
8. EmployIndy will consider non-responsive any submittal for which critical information is omitted, lacking or represents a major deviation from the RFP.
9. Proposals received after the issued due date will be considered non-responsive and will not be reviewed or evaluated.
10. Other issues of grievances, hearing resolutions, and authority shall be addressed prior to award of contract and relevant issues may be stated within contract. EmployIndy reserves the right to negotiate proposed outcomes, budget, and other matters prior to actual execution of the contract.
11. Bidders shall certify either no real or apparent conflict of interest exists in carrying out the proposed scope of work, or where conflict(s) of interest may exist; such potential conflicts must be clearly disclosed in the proposal.
12. All submitted proposals are considered the property of EmployIndy and are considered confidential.

## **V. Adult Basic Education Proposal**

### **A. Format**

Each respondent is to submit its proposal in a format suitable for ease of review with minimum repetitious material. To maintain comparability of proposals, please prepare proposals using Microsoft Word and typed in 12-point font, double-spaced, with numbered pages at the bottom of each page. The Proposal and Budget Narratives should not exceed 20 pages. The page limitation does not include the Proposal Cover Sheet or the required Budget Worksheet attachment. Each respondent is expected to submit a proposal in a format suitable for ease of review. To maintain comparability of proposals, respondents must follow the outline below including all section and subsection headings exactly as they appear, including all proposal details for each section as specified below.

### **B. Proposal Cover Sheet**

The Proposal Cover Sheet should not exceed a single page and shall include:

- The title of the proposal;
- The organization name, address, phone number, and web address;

- The name of the person authorized to negotiate contracts and make decisions for the organization, their direct phone number, and email address;
- The total funds requested;
- A proposal summary briefly describing the services to be provided, including key partners, areas of Marion County served; and
- The authorized signature and submittal date.

### C. Proposal Narrative

The Proposal Narrative must provide an overview of its organization's staff and qualifications to successfully carry out the proposed program. Respondents are asked to explain the proposed program design by demonstrating their capacity and knowledge to deliver high quality adult education services that include career and supportive services. Please include a timeline, schedule of activities with services, and key dates for implementation.

#### *Organization Experience and Capacity*

1. Describe your organization's mission for adult education, as well as goals, activities, and accomplishments in adult education.
2. Provide detailed information on the populations you serve including demographic data, residency zip codes, key barriers and challenges they face, and number of individuals served broken down into relevant categories such as: high-need households, criminal backgrounds, mental and behavioral health needs, housing insecure/unhoused, language barriers, etc.
3. Describe your staffing plan including a program-specific organizational chart and management/staff position key qualifications and expertise in addressing the unique needs of those served in adult education.

#### *Program Design and Implementation*

1. Provide existing program information and detail specific elements that this funding would support/expand/create to achieve adult education goals more effectively in your community.
2. Describe other funding sources/programming that support adult education or adult education-adjacent goals in conjunction with this funding opportunity.
3. Outline how you will recruit and conduct outreach to achieve participation levels/goals.
4. Explain how you will collect and apply information about each client's existing skill levels, educational interests, and career pathway possibilities.
5. Explain how you are currently placing participants in job opportunities and what existing needs you may have to improve and/or support job placement activities.
6. Detail any and all community partnerships you have built and how these will contribute to effective program implementation.
7. Describe any past or current challenges related to partnerships and how you will address those.
8. Describe your methods for HSE testing and how those can be improved to provide better access.



9. Provide information on how you will employ virtual/hybrid/in-person modes in your ABE programming to adjust to public health and safety needs, and address accessibility, child/elder care, and transportation issues individuals may face.
10. List any certifications/IETs you will offer.
11. Outline how you will engage with industry partners to align programming with local labor market opportunities and EmployIndy priority industries.

#### *Data Tracking and Reporting*

1. Detail your key performance indicators and how you define program success.
2. Explain how you will collect data and track program performance both quantitatively and qualitatively (including what specific student tracking system you use).
3. Share how you will measure common adult education outcomes like HSE completion, measurable skills gains (MSGs), citizenship enrollment, or others, keeping in mind their relevance to your organization's above definition of success and areas of strength.
4. Describe how you will use your data system to supply EmployIndy with relevant data.

#### *Past Performance*

1. If your organization is DWD-funded, please submit a table with your DWD performance (expected and actual) from last program year (July 1, 2021 through June 30, 2022, or dates that correspond with your program's academic calendar) as an attachment to your submission. This should include, at a minimum, the following measures (if applicable to your program).
  - a. ABE Enrollment
  - b. ELL Enrollment
  - c. HSE Graduates
  - d. IET completions

If any of the above measures do not apply to your organization, please enter N/A in the corresponding box on the table. If desired, you may include additional narrative surrounding your past performance.

2. If funded in another manner:
  - a. Please submit a brief description of a completed grant for which you are submitting past performance data, including the overall objectives of the grant (which must have a placement focus), population served, funding amount, and grantor. Please use this section for the requirements described above.
  - b. Each applicant must also submit a chart of past performance for the most recently completed relevant grant that identifies and describes three performance metrics, listed below, and the performance outcomes for the grant, as specified above.

#### *Diversity, Equity, and Inclusion*

EmployIndy is committed to creating a diversified, equitable, and inclusive multi-cultural environment throughout our ecosystem to create an authentic community. We will be awarding points to organizations who are making a commitment to advance diversity, equity and inclusion efforts.

1. Has the respondent made an expressed commitment to DEI?
2. Has it authorized DEI in organizational policy?
3. Has it implemented DEI practices in its operations?
4. Has it implemented DEI practices in programmatic areas?
5. Does it utilize accountability mechanisms to monitor DEI?

#### E. Budget and Budget Narrative

Included in the Proposal Narrative, the respondent should provide an outline of their financial management structure, including experience and/or expertise in managing and accounting for Federal and/or State Funds. A brief description of the financial staffing structure and internal control system in place should also be included in the budget narrative, and a copy of the organization's most recent financial audit should be attached. An additional narrative describing the projected costs by the budget categories below should also be included. Each proposal must include an operational budget using the Budget Worksheet (Attachment A).

The budget narrative should consist of the proposed costs for executing the program described herein, along with a description for justification of the costs. For the purpose of this RFP, cost categories must include:

1. Salaries and Wages – Includes the staffing costs and position types. Levels and numbers of positions should be specified in the narrative.
2. Fringe Benefits – Includes FICA unemployment insurance, worker's compensation, disability, life insurance, retirement costs, and medical coverage.
3. Contracted – Includes any contracted or consultant work.
4. Staff Travel & Development – Includes all travel and training costs.
5. Direct Services – Includes costs to provide direct services to participants including items like training and supportive services.
6. Equipment – Any IT, office, direct service, or other equipment over \$5,000. Equipment must be broken out by individual item.
7. Supplies – Any IT, office, direct service, or other Supplies that are under \$5,000 per item. Supplies do not need to be broken out by individual item.
9. Total – This is the total proposed cost for operating the specific module during the specified time period covered by the specific budget worksheet.

While indirect costs are not allowed, the applicant may include administrative or overhead costs 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.

#### F. Attachments

The required attachments will not count toward your page limit and must include:

- An organizational chart;
- A copy of the most recent financial audit;

- The Budget Worksheet (Attachment A);
- A brief description of how you will measure progress toward program goals for this proposed program design and corresponding table indicating your program’s projected performance outcomes for the contract period. This should be no longer than one (1) page.
- A job description for front-line staff working directly with participants and;
- A table or chart demonstrating past performance (description in the Past Performance Section of the Proposal Narrative)

Additional attachments may include:

- Any staff resumes, additional job descriptions and/or profiles for key staff, as needed to support the proposal; and
- Any letters of support demonstrating provider and/or program partnership, as needed to support the proposal; and
- A copy of the organization’s Federally approved indirect rate letter (if applicable).

## VI. Proposal Submission

### A. RFP Timeline

Beginning October 3<sup>rd</sup>, 2022 the RFP will be available to download from the EmployIndy website: [www.employindy.org](http://www.employindy.org). If you are unable to access or download the RFP, please contact: Sara Phillips at [sphillips@employindy.org](mailto:sphillips@employindy.org).

Applicants must submit one (1) electronic copy of responses. Please note that EmployIndy will not reimburse vendors for any costs they incur in developing their response.

All responses should be submitted no later than **11:59 p.m. EST, October 28<sup>th</sup>, 2022** at <https://employindy.org/contractopp>.

RFP Issued	October 3 <sup>rd</sup> , 2022
Deadline to Submit	11:59 p.m. EST, October 14 <sup>th</sup> , 2022
Questions	
Response to Questions Posted	October 19 <sup>th</sup> , 2022
Proposal Due	11:59 p.m. EST, October 28 <sup>th</sup> , 2022
Bidder Presentations (if needed)	To be determined.
Notice of Award (Per Board Approval)	December 5 <sup>th</sup> , 2022

Effective Contract Date	January 1, 2023
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EmployIndy reserves the right to modify this schedule at any time as deemed necessary.

**B. Technical Assistance**

Entities may submit questions to <https://employindy.org/contractopp> until 11:59 p.m. EST, October 14<sup>th</sup>, 2022. A response to all questions will be available no later than close of business on October 19<sup>th</sup>, 2022 and posted at [www.employindy.org](http://www.employindy.org). If it becomes necessary to revise any part of this RFP, an addendum will also be posted on the EmployIndy website.

**C. Evaluation Criteria**

All respondents are advised that each proposal will be evaluated based on responsiveness to this RFP. Proposals will be reviewed for completeness, clarity, and adherence to stated requirements. Proposals will be evaluated and awarded points as seen below and points will be applied for scoring in rank order from the highest to lowest. However, EmployIndy reserves the right to select lower ranked proposals when warranted. Such selection of proposals shall be made at the sole discretion of EmployIndy.

<b>Evaluation Criteria</b>	<b>Maximum Points</b>
<p><b>Organizational Qualifications</b></p> <p>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.</p>	<b>10</b>
<p><b>Proposed Program Design and Implementation</b></p> <p>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.</p>	<b>50</b>

<b>Diversity, Equity and Inclusion</b> 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.	<b>15</b>
<b>Budget and Budget Narrative</b> 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.	<b>15</b>
<b>Past Performance</b> 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.	<b>10</b>
<b>Total Points</b>	<b>100</b>

**Attachment A**

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**Budget Worksheet**

**Respondent Name:**

Instructions: The budget worksheet should clearly identify the respondent's cost for operating the proposed program.

Budget Category	Expense
<i>Salaries and Wages</i>	
<i>Fringe Benefits</i>	
<i>Direct Services</i>	
<i>Contracted</i>	
<i>Equipment and Supplies</i>	
<i>Staff Travel &amp; Development</i>	
<b>Total</b>	

**Helpful Parameters:**

1. Fringe benefits should be detailed and broken down by type of benefit.

2. 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.
3. 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.
4. 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.
5. All included costs must be reasonable and necessary to carry out the proposed project.

**Excluded Items – not all inclusive:**

- Gift Cards
- Stipends
- Contributions and Donations
- Entertainment Costs
- General purpose equipment, buildings, and land
- General costs of government
- Goods and services for personal use
- Lobbying
- Luxury items
- Construction – unless Water Infrastructure or Broadband
- Alcoholic beverages
- Advertising and Public Relations unrelated to meeting a programmatic purpose
- Undocumented Expenses
- Any Unreasonable and/or unnecessary cost

## Appendix A

### Eligible Costs

#### *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



## Appendix B

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### Documentation Required for Reviewing Claims

#### 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

*Supplies are defined as tangible personal property with a per-unit cost of less than \$5,000. (2 CFR 200.94)*

- 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

*Equipment is defined as tangible personal property having a useful life of more than one year and a per-unit acquisition cost of \$5,000.00 or more per unit. (2 CFR 200.33)*

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

#### Contractual/Consultant

- Invoice (letterhead can be used as an invoice but must include all 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