



## **ARPA Micro Programs Service Provision**

Bidder's Conference  
February 21, 2024

# Agenda

- Welcome and Introductions
- About EmployIndy
- ARPA Overview
- Purpose of RFP
- Proposal Guidance
- Proposal Requirements
- RFP Timeline
- Technical Assistance

# About EmployIndy

## Mission

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

## Vision

For all Marion County residents to have access to services and training necessary to secure a livable wage and grow in a career that meets employer demand for talent.

# Strategic Goals

1. Elevate implementation of high-quality initiatives for individuals and employers to succeed in a rapidly changing 21st Century economy;
2. Build capacity among ecosystem partners to ensure quality services through training and support across Marion County;
3. Utilize data to prioritize equity among interventions in the workforce development ecosystem that lead to economic mobility; and
4. Promote and support systems change to ensure an enabling environment that promotes success in the education through workforce pipeline.

# ARPA Overview

## 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

## EmployIndy

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

# EmployIndy ARPA Initiatives

- ★ **Micro-Programs**
- ★ **Additional Resources**
- ★ **Choice Employers**
- ★ **Talent Pipelines**
- ★ **Connect Talent**

# Micro Programs

- Purpose is to enable access to foundational education, training, and jobs alongside partners ensuring basic needs for high-need populations, including ex-offenders, women, youth and young adults, and those who are housing insecure.
- 1<sup>st</sup> Year awarded \$1,138,000.00 to five organizations
- KPI Outcomes to Date

Enrolled in Workforce Development Services	Completed Job Readiness	Enrolled Industry Recognized Credential	Earned Industry Recognized Credential	Placed in Unsubsidized Employment	30 Day Retention	60 Day Retention
397	198	140	98	79	23	19

# 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



# Contract & Funding

- Completely ARPA funded
- 12-month period from July 1, 2024 thru June 30, 2025
- Contract is cost-reimbursement

# Responsibilities

- Deliver innovative, high- quality, and results-based employment services
- Funding Compliance
- Data Collection and Outcomes Quality Assurance
  - Providers required to use Efforts to Outcomes (ETO)
- Insurance

# Proposal Guidance

# COVID Impacted

- List your partners and describe if and how they align with opportunities relating to COVID-19 impacted industries.
- Please expand on the connection to COVID.

# 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.

# ABC Continuum

- An “A” job is considered a first job or a means to develop a work history.
  - Wages - \$7.25 to \$12.99 per hour.
  - May be part time with no benefits offered.
- A “B” job is considered a “promising job” or an entry-level job that provides a career pathway to a good job.
  - Wages - \$13 and \$17.99 per hour and
  - May be full time with limited benefits offered.
- A “C” job is considered a “good job,” paying at least \$18 an hour of full-time employment, with benefits offered.
  - How EmployIndy defines self-sufficiency for the individuals we serve.

## High Wage Industries Careers Training Pathway

### Example of a Training Model Framework

Recruitment/Registration Period

Information/Orientation Day

Enrollment Period

Training Launch Day

#### Phase I (Job Readiness)

[4 weeks / \$14 hr]

- Growth Mindsets Training
- Vision Board
- Basic Skills Assessment
- Financial Literacy
- Customer Service
- Employability Skills
- Labor Market Information
- Industry Tour(s)

#### Phase III (Work-Based Learning)

[4 weeks / \$18 hr]

- Industry Employer Partner
- Work Site Agreement
- Work Experience (WEX)

#### Phase II (Occupation Training)

[2 –4 weeks / \$16 hr]

- Industry Certifications:
  - Auto Service Tech
  - Adv Manuf
  - Construction
  - Healthcare

#### Phase VI (Job Placement)

[\$20+ hr]

- Full-time
- Benefits

# Best Practices for Adult Training

- Cohort Based
- Career Navigation Assistance
- Comprehensive Barrier Buster Support
- Earn and Learn Model (micro progressive increases)
- Participation/Completion Incentives
- Growth Mindsets Transition Experience (Visioning)
- Employability Skills Training (Job Readiness)
- Socio-emotional Trauma Trained Facilitators
- High Wage In-Demand or Interest Driven Occupational Training Pathways:
  - Construction; Logistics; Adv Manuf; Healthcare; IT; Drones Tech; CDL
- Day & Evening Training Hours
- Paid Work Based Learning with Employer
- Industry/Employer Partners Engagement
- Mentoring Support
- Follow up Retention Services (360 days)



# Questions to Consider:

- To what industry or jobs does your occupational training align?
- Who are the major employers in that industry valuing your certification?
- Which employers are you partnering with to serve their need for talent with your graduates?
- Which employers are willing to participate in training talent through offering a paid work experience (WEX) and commitment to hire, if successful?
- How are you connecting with employers?

Trainings should be committed to offering successful completers and the **GUARANTEE** of a job!

# 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

# EmployIndy Can Help w/Job Readiness!



Let us know in  
the “chat” now  
if interested in  
learning more  
about  
connecting  
to  
**Job Ready  
Indy!**

## EARN YOUR BADGES

- Employers are more likely to hire young adults who are “job ready” with skills to succeed
- The more badges you have, the more employers will view you as a top candidate for a job
- You will have the have opportunities to ask career-specific questions
- You learn skills that will help you in every area of your life and earn you more money

## GET STARTED NOW

Check out details on the curriculum and find a course near you at [jobreadyindy.org](http://jobreadyindy.org) or scan the QR code



Discover how your attitude and thoughts of self can directly impact your employment status



Gain a certain level of self-awareness and learn how personal balance can positively impact job performance



Learn effective ways to interact with others and how these interactions relate to situations in the workplace



Understand how your ability to regulate yourself can help you build strong connections in the workplace and work better with others



Starting a new job can be intimidating, discover the essential tools needed to start off strong and continue to thrive



Prepare and search for employment opportunities, create a resume, interview prep, and learn key tools for networking

[jobreadyindy.org](http://jobreadyindy.org)



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# EmployIndy Can Help w/Employer Engagement!



As a work-based learning initiative overseen by EmployIndy, Talent Bound helps Indy youth and young adults actively pursue integrated academic and career experiences that empower them to follow career pathways that lead to economic mobility and future prosperity.

## CAREER EXPLORATION



### IN THE CLASSROOM



TALENT TALK	Classroom Presentations	Share information about an industry, career, or business
TALENT PREP	Interview Preparation	Work with a young person to conduct mock interviews and resume reviews
TALENT DAY	Career Fairs	Share information about a specific company, workplace responsibilities, and job skills
TALENT MENTOR	Meetings	Work one-on-one or with a small group to explore career paths

## CAREER ENGAGEMENT



### INTERACTIONS & VISITS

TALENT TOUR	Workplace Tours	Demonstrate work in progress for individuals to learn about the business, meet employees, and ask questions
TALENT SHADOW	Job Shadows	Host a hands-on, one-on-one experience of daily workplace responsibilities
TALENT CHALLENGE	Group Projects	Review presentations about possible solutions to real-world issues



## CAREER EXPERIENCE



### PAID WORK EXPERIENCE

TALENT HIRE	Employment	Connect to a talent pipeline for full-time and part-time employment and influence employee skillsets
TALENT INTERN	Internships	Provide short-term, paid employment opportunities with practical applications and skills development
TALENT APPRENTICE	Apprenticeships	Combine paid employment with on-the-job learning and classroom-based instruction leading to an industry recognized credential

GO TO **TALENTBOUND.ORG**  
TODAY TO GET STARTED

Modern Apprenticeship

PROJECT  
Indy

JAG Indiana

Yes  
INDY

Indy  
Achieves

JOBREADY.  
Indy

Let us know in  
the “chat” now  
If interested in  
learning more  
about  
connecting  
to  
**Talent Bound!**

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# EmployIndy Can Help w/Employer Placements!



## RAPID RE-EMPLOYMENT RESPONSE

Connecting job ready candidates to local employers.

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### 1 UNIQUE REFERRAL LINK

EmployIndy provides the community partner with a unique referral link to the Rapid Re-Employment Response (RRR) Network. Community partner confirms that the candidate is work ready.

The work ready candidate:

- Demonstrates dependability, follow through, and professional communication
- Shares clear employment goals
- Communicates relevant hard skills and soft skills
- Utilizes a professional and updated resume
- Has a plan in place for addressing challenges, such as childcare or transportation issues
- Community partner provides the candidate with unique referral link to sign up for the RRR Network
- Community partners will continue to case manage their referred candidates

### 2 BUILD YOUR PROFILE

Candidates create an account by:

- Creating a login
- Verifying work authorization + education
- Uploading an updated resume
- Scheduling a 1:1 with an EmployIndy Recruitment Manager (a meeting confirmation email will be sent to the candidate which includes a link to reschedule)

### 3 APPLY TO JOBS

Candidate's profile is now published.

- Employers can view the candidate's profile
- Candidates have immediate access to search and apply to roles
- Candidates will receive role recommendations from the RRR Network based on skills and interests

### 4 MEET YOUR RECRUITMENT MANAGER

Candidates will meet with their EmployIndy Recruitment Manager via a phone call during their scheduled 1:1 meeting time.

- The 1:1 meeting will identify best job opportunities based on skills and career interests
- Candidates will receive personalized job search support after meeting with their EmployIndy Recruitment Manager

### 5 GET HIRED!

Candidates will let their EmployIndy Recruitment Manager know when they receive a job offer.

### 6 OUTCOMES

EmployIndy will provide community partners with updates on the status of their referred candidates.

**NOTE:** Encouraging a candidate sign up for the RRR Network does not guarantee that they will be deemed work ready and enroll in the Network

Connect with Mileah Gray to receive your unique link:  
mgray@employindy.org

Let us know in  
the "chat" now  
If interested in  
learning more  
about connecting  
to  
**Rapid Re-  
Employment /  
Talent  
Network!**

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# Proposal Requirements

# Proposal Outline

- Must follow the outline and use appropriate subheadings for responses
  - Proposal Cover Sheet
  - Organizational Qualifications
  - Proposed Program Design and Implementation
  - Past Performance
  - DEI
  - XBE
  - Budget and Budget Narrative

# Attachments

- Organizational Chart
- Budget Worksheet (Attachment A)
- Program Goals Measurement Description
- Job Descriptions
- Projected Performance Worksheet (Attachment B)
- Funding Source Assessment (Attachment C)
- Past Performance Worksheet (Attachment D)



# 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

# 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.

# 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 – Equipment (if only paying a portion of a supply or invoice input which supplies or portion the contract/grant is paying for)
  - Quotes/Bids
  - Invoice/Receipt
- Proof of Payment – Contractual/Consultant (if only paying a portion of an invoice input which portion the contract/grant is paying for)
  - 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

<b>Evaluation Criteria</b>	<b>Maximum Points</b>
<b>Organizational Qualifications</b> 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.	<b>10</b>
<b>Proposed Program Design and Implementation</b> 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.	<b>45</b>
<b>COVID-19 Impacted Prioritization and ABC</b> Priority will be given to proposals providing career services that target industries adversely impacted by COVID-19 and are compatible with an ABC training model.	<b>10</b>
<b>Past Performance</b> Points will be applied based on demonstration of successful past program performance.	<b>5</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>5</b>
<b>XBE Status</b> Points will be awarded to applicants that have certification of an XBE, OR a certification by the City of Indianapolis Office of Minority and Women Business Development, OR has minority, women, veterans, and disabled persons in key leadership/board positions.	<b>5</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>20</b>
<b>Total Points</b>	<b>100</b>

# RFP Timeline

Activity	Deadline
Deadline to submit questions	February 26, 2024, 11:59 p.m. EST
Response to questions posted	February 28, 2024
Letter of Intent due	March 1, 2024, 5:00 p.m.
Proposals due	March 15, 2024, 11:59 p.m. EST
Bidders Presentations (if needed)	April 2-3, 2024
Notice of award (per board approval)	Week of April 22, 2024
Contract negotiation period	April 29 – June 19, 2024
Effective date of contract	July 1, 2024

# 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](http://www.employindy.org/contractopp) no later than February 26, 2024, 11:59 p.m.
- All responses posted at [employindy.org](http://employindy.org)