



American Rescue Plan Act (ARPA) Proposal Application

Local Fiscal Recovery Fund

Overview

The purpose of this form is to submit a proposal for consideration for funding through Madison County's American Rescue Plan Act (ARPA) Local Fiscal Recovery Fund Appropriation. Proposals will be received and reviewed by the County's ARPA Leadership Team for alignment with the goals and objectives of the ARPA program and County objectives. Projects will be competitively scored, and those selected for advancement will be presented to the County Commissioners and County Council for consideration.

Please direct all questions to arpa@madisoncounty.in.gov. Additional information can be found at <https://www.madisoncounty.in.gov/government/arpa>

Section 1: Proposal Overview

Proposal Title Digitization of Case Files

Provide a brief, one sentence summary of the proposal.

The Madison County Prosecutor's Office respectfully requests funding to modernize functions, decrease case preparation time, digitize records, and convert existing filing space to usable office space.

Point of Contact Name Andrew Hanna

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Phone Number (765) 621-0705

Madison County Prosecutor's Office

Type of Organization County Department

Address 16 E 9th Street, Box 5
Anderson, Indiana, 46016

To be eligible for consideration, a Proposal must be co-sponsored by at least two eligible champions. Proposal champions can be elected officials or department heads working for Madison County or residents of Madison County representing a municipality, community group, not-for-profit organization, or other similar entity located primarily within Madison County. Additional information on the sponsoring organizations, including additional partners, can be submitted as an attachment at the end of this application.

Proposal Co-Champion Carolyn Davis

IV-D Child Support Division

Section 2: Statement of Eligibility

To be eligible for funding through ARPA, the proposal must support one or more of the initiatives described below. Additional information on these eligible uses can be found at:

<https://home.treasury.gov/system/files/136/SLFRF-Final-Rule-Overview.pdf>

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Which of these eligible uses are best supported by this proposal? Please check all that apply.

Addresses negative economic impacts caused by the public health emergency, including economic harms to workers, households, small businesses, impacted industries, and the public sector.

Provides equity-based services to a population that has been disproportionately impacted by the COVID-19 public health emergency.

Please note: If your proposal does not fall within one or more of the eligible uses described above, please contact arpa@madisoncounty.in.gov to discuss options before continuing with this application.

Section 3: Proposal Details

Briefly describe the proposal

Put simply, the MCPO requests funds to digitize tens of thousands of paper files to eliminate physical storage needs in the MCPO criminal office, the MCPO IVD (Child Support) office, the government center basement, and the county highway facility. By digitizing files, the MCPO can convert existing filing space to usable office space for new employees while simultaneously reducing case preparation time for criminal trials which include the use of a defendant's criminal history and post-conviction relief cases. In turn, this project will help reduce the MCPO's backlog of criminal cases created by the COVID-19 pandemic.

The proposal is:

A new program, initiative, or resource

A change to or renewal of an existing program, initiative, or resource (e.g. serving more or a different group of customers, making changes to the service model, etc.)

Briefly discuss the need for this proposal. Briefly describe the issue or opportunity to be addressed.

The Madison County Prosecutor's Office has tens of thousands of physical case files that must be scanned and input into the Prosecutor's Case Management System (PCMS). This will enable the MCPO to further its goal of modernizing its records and services to the public. This will also decrease case preparation time and reduce the backlog of criminal cases exacerbated by the COVID-19 pandemic.

Briefly describe how this proposal supports the County's recovery from the economic, health, and other effects of the COVID-19 pandemic.

The project supports the County's recovery from the backlog of criminal cases further complicated by the COVID-19 pandemic. Jury trials have been suspended for a large part of the past several years. The suspension of trials "decrease(s) (the county's) ability to effectively administer services" and constitutes a negative impact of the COVID-19 pandemic. Digitizing files will also allow deputy prosecutors the ability to more easily view necessary documents from a defendant's criminal history in order to make more informed decisions regarding the resolution of their existing and future criminal cases.

Briefly describe how the proposal supports equity-based services and benefits populations disproportionately impacted by the COVID-19 pandemic.

Traditionally marginalized populations and those of lower economic levels are more likely to be victims and witnesses in criminal cases. This project will increase the speed of case resolution and assist them in seeing the justice they rightly deserve.

List the key individuals/organizations critical to the success of this proposal. Additional information (e.g. additional stakeholder, organizational chart, etc.) may be submitted as an attachment at the end of this form.

	Name	Organization
Project Leader	Andrew Hanna	Madison County Prosecutor's Office
Stakeholder	Carolyn Davis	IVD Office Manager
Stakeholder		
Stakeholder		
Stakeholder		

Section 4: Funding Plan

Describe the estimated costs and anticipated sources of funding by answering the questions, below.

Total estimated proposal costs (all sources) 112,560

ARPA funds request for this proposal 112,560

Provide a breakdown of the anticipated ARPA funds requested. Please note the category descriptions, below.

	ARPA Funds Requested
Personnel	112,560
Equipment	
Contract Services	
Infrastructure	
Other (Attach additional information)	
Total ARPA funds requested	112,560

Please note:

The ARPA rule places specific restrictions on the use of "Personnel" costs. Before including a proposal with "Personnel" costs, please contact arpa@madisoncounty.in.gov to discuss.

"Contracted Services" should include any service performed by an entity outside of the County government (e.g. contractors, contract employees, consultants, etc.)

"Infrastructure" should generally be limited to water, sewer, and broadband infrastructure. Other types of infrastructure projects may be permissible if they would provide aid to impacted industries such as tourism, travel, and hospitality.

Does the proposal leverage "other" funds in addition to this ARPA request?

No, this request covers all cost associated with the proposal. Proceed to next question.

"Other" funds include any funding not related to this ARPA allocation request. This could include departmental funds already budgeted and appropriated, State funds, Federal funds, charitable funds, or any other sources of funding. Please note that in order to be eligible for ARPA funding, other sources of funding must be secured.

For all "other" funds, a financial commitment letter must be attached to this application. The financial commitment letter:

- Must be submitted on the agency letterhead
- Must be signed (not typed) by someone with the authority of the organization to make a financial commitment.

Please contact arpa@madisoncounty.in.gov with questions.

Provide the anticipated proposal cash flow

	2022	2023	2024	2025	2026
ARPA Funds		48,240	64,320		
"Other" Funds					
Total		48,240	64,320		

Section 5: Tracking Outcomes and Metrics

Discuss opportunities for measuring the impacts of the proposal within the ARPA program. All proposals must have measurable, trackable outcomes that can regularly be reported. Please note: the lead organization is responsible for measuring, tracking, and reporting the outcomes to their specific proposal.

	Key Outcome	Measurable Data
Potential Metric 1	digitizing files	number of existing physical files
Potential Metric 2	reduction of case backlog	past, present, and future case resolution data
Potential Metric 3		
Potential Metric 4		

Section 6: Supplemental Information

Please attach any additional information to support this proposal. This could include detailed cost estimates, contractor quotes, financial commitment letters, proposal schedules, letters of support, etc.



ARPA Request Case Files.pdf

These are just a few of the areas where case files are stored in the IV-D Child Support office. There are also thousands of cases stored in the basement of the Madison County Government Center and the Madison County Highway facility.

