



Company / Division Name	City of Indianapolis (Indiana) Department of Metropolitan Development (DMD)	Product / Service	Development of an Agency-Wide Central Services Cost Allocation Plan
Point of Contact Information	Mr. Rusty Carr CFO, DMD 317-327-4433 rusty.carr@indy.gov	Ms. Amanda Davis Manager, Grants & Accounting 317-327-4612 amanda.davis@indy.gov	
Scope and Magnitude of Effort and Complexities	<p>Thomas & Reed, LLC (T&R) was engaged to develop a cost allocation plan and staff training services to the consolidated City of Indianapolis and Marion County governments Department of Metropolitan Development (DMD). T&R will review the incumbent’s auditor’s reports and related documentation, interview staff to assess their understanding, and review the organization’s policies and procedures. Reports will be created for compliance with relevant quality control policies and procedures.</p> <p>Core Services: Our services include:</p> <p>A. Development of an agency-wide central services cost allocation plan:</p> <ul style="list-style-type: none"> • Identify various costs incurred by the City to support and administer Federal State, and City-funded programs • Federal agencies include: HUD, DoD, FEMA, EPA, & DOT • The plan will contain a determination of both direct and indirect allowable costs of providing each supporting service <p>B. Negotiation of the completed cost allocation plan:</p> <ul style="list-style-type: none"> • Coordinate with representatives of the federal cognizant agency or its designee if required • T&R to commence, carry on, and complete the work with all the practicable dispatch, in a sound economical and efficient manner, in accordance with the provisions thereof and all applicable laws • In accomplishing the work, the T&R will take such steps as are appropriate to ensure that the work involved is properly coordinated and with related work being carried on in the city. <p>C. Provide guidance:</p> <ul style="list-style-type: none"> • T&R will provide guidance to the City in determining the data required for claims submission. • T&R will provide training DMD leadership regarding the work performed, workflow, and tools and processes used. 		