



### NOT IN GOOD STANDING POLICY

The following circumstances could result in Not in Good Standing status for any IAC grantees/applicants inclusive of both organizations and individuals. Circumstances include but are not limited to:

- Late final reporting in accordance with the Final Grant Report Late Policy.
- Failure to submit State of Indiana supplier information within 45 days from initial outreach.
- Failure to sign contract within 45 days from original send date.
- Expending grant funds on ineligible expenses.
- IAC requested information (separate from final reporting) is not provided in a timely manner and/or recipient is unresponsive for a period of 45 days or more following repeated communication.
- Violation of the IAC Programs Code of Conduct policy.
- Grantee does not adhere to the grant program requirements as outlined in program guidelines.
- Organizations or individuals debarred or otherwise not in good standing with the federal government.

A Not in Good Standing status means the organization or individual is not eligible to apply for IAC funded grant programs. The duration of Not in Good Standing is based on the severity of the actions. See Final Grant Report Late Policy for specifics regarding late final reporting. Organizations and individuals will be clearly notified in writing from the IAC if placed in Not in Good Standing. The notification will include the rationale for Not in Good Standing along with next steps and timeline to reinstate the organization or individual.

### FINAL GRANT REPORT (FGR) LATE POLICY

#### One Payment FGR Late Policy

Please note IAC staff will consider extenuating circumstances on a case-by-case basis.

#### For reports submitted:

- **UP TO 1 WEEK LATE:** For reports up to one week late from the established deadline, **15% of the grantee's total grant award** must be returned;
- **UP TO 1 MONTH LATE:** For reports greater than one week late and up to one month late, **25% of the grantee's total grant award** must be returned;
- **MORE THAN 1 MONTH LATE:** For reports greater than one month late and after repeated communication or reminders, the **full award must be returned, and the grantee is placed in 'Not in Good Standing' status with the IAC for one year.** Not in Good Standing determination prohibits the grantee from applying for IAC funding during that time.

#### Two Payment FGR Late Policy

Please note IAC staff will consider extenuating circumstances on a case-by-case basis.

#### For reports submitted:

- **UP TO 1 WEEK LATE:** For reports up to one week late, an automatic **15% will be deducted from the grantee's final payment;**

- UP TO 1 MONTH LATE: For reports greater than one week late and up to one month late **25% of the grantee's total grant award** must be returned;
- MORE THAN 1 MONTH LATE: For reports greater than one month late and after repeated communication or reminders, the **full award must be returned and the grantee is placed in 'Not in Good Standing' status with the IAC for one year**. Not in Good Standing determination prohibits the grantee from applying for IAC funding during that time.

**UNRETURNED FUNDS:** If funds are not returned within **three months after repeated notification**, the grantee will be **reported to the Indiana Department of Administration** to execute the return of funds process. Additionally, the grantee will be placed in Not in Good Standing status with the IAC for up to five years depending on the time of repayment. The grantee remains in Not in Good Standing until funds are returned.