
Traffic Safety Improvement Program (TSIP) Grant

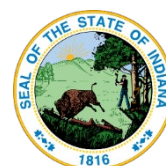
2024

REQUEST *for* PROPOSAL

State of Indiana
Governor
Eric J. Holcomb

Indiana Criminal Justice Institute
Executive Director
Devon McDonald

Indiana Criminal Justice Institute
Traffic Safety Division
James Bryan



2024 Traffic Safety Improvement Program (TSIP)

REQUEST FOR PROPOSAL

The Indiana Criminal Justice Institute (ICJI) Traffic Safety Division (TSD) is seeking proposals for the Traffic Safety Improvement Program (TSIP) Grant. TSIP provides federal funding assistance to support traffic safety projects.

HOW TO APPLY



Applicants must be registered in IntelliGrants in order to access the electronic application.

[Register](#)

or

[Log in](#)

WHEN TO APPLY



Applications must be submitted via IntelliGrants on or before:

11:59 p.m. (ET) on August 11, 2023

Applicants are strongly encouraged to submit applications at least 48 hours prior to the deadline.

AWARD PERIOD



Award Period: October 1, 2023 – September 30, 2024

TECHNICAL ASSISTANCE



CJI is not responsible for technical issues with grant submission within 48 hours of the grant deadline. For assistance with any requirements of this solicitation, please contact: Karrie Cashdollar kcashdollar@cji.in.gov; Marissa Coffin mcoffin@cji.in.gov; or Janine Walter jwalter@cji.in.gov.

TABLE OF CONTENTS

PRIORITY AREAS AND DESCRIPTION	4
EVIDENCE-BASED PROGRAMS.....	4
ELIGIBILITY REQUIREMENTS	5
PROGRAM-SPECIFIC REQUIREMENTS.....	5
AWARD PERIOD	6
MATCH REQUIREMENT	6
APPLICATION SUBMISSION.....	7
APPLICATION REVIEW	7
UNALLOWABLE COSTS	8
SUPPLANTING PROHIBITED	9
MONITORING	9
REPORTING REQUIREMENTS.....	9
AUDIT REQUIREMENTS.....	11
APPENDIX: APPLICABLE LAWS AND MANDATORY REQUIREMENTS	12

PRIORITY AREAS AND DESCRIPTION

The TSIP grant provides funding to support traffic safety improvement projects for one or more of the following priority areas:

- To reduce and/or prevent serious injuries and deaths resulting from motor vehicle accidents or motorcycle accidents.
- To educate the public on the proper use of occupant protection devices such as, but not limited to, seat belts, and car seats.
- To reduce injuries and deaths resulting from persons driving motor vehicles or motorcycles while impaired by alcohol or controlled substances.
- To reduce injuries and deaths resulting from accidents involving school buses.
- To improve law enforcement services in motor vehicle accident prevention, traffic supervision, and post-accident procedure.
- To reduce or prevent pedestrian and bicycle injuries and deaths through education safety awareness.
- To reduce underage alcohol consumption and impaired driving.

EVIDENCE-BASED PROGRAMS

The National Highway Traffic Safety Administration (NHTSA) provides federal funding to deliver accountable, efficient, and data-driven highway safety programs to save lives and reverse the deadly trend on our roadways. The TSD of the ICJI is responsible for the state's traffic safety program, including the administration and distribution of federal funds Congress appropriates annually. Proposals must be evidence-based, meaning the approaches are proven effective with consistent results when making decisions related to countermeasure strategies and projects.

Activities included in the project should align with specific program(s) within the [NHTSA Countermeasures that Work](#) document.

ICJI uses a variety of crash data sources to evaluate and establish problem identification and identify community jurisdictions to best represent risk of injury or fatal crashes. The problem identification is a data collection and analysis process for identifying areas of the State, types of crashes, types of population (e.g., high risk), related data systems, or other conditions that present specific highway safety challenges within a specific program area. Such examples include:

- Automated Reporting Information Exchange System (ARIES) Crash Data.
- Toxicology Submissions Data.
- Impaired Driving Enforcement as demonstrated by administered breath tests and lab specimens.
- Crash data for Indiana. <https://www.in.gov/cij/research/crash-statistics/>

ELIGIBILITY REQUIREMENTS

State agencies, units of local government, universities, colleges, coalitions, and 501(c)(3) nonprofits are eligible to apply for TSIP funding. A unit of local government is defined as: a city, county, town, township, or other political subdivision of a state.

Additionally, all applicants awarded a grant from ICJI must agree to:

1. Comply with all provisions of the grant agreement.
2. Comply with all award conditions set forth in the Special Conditions.
3. Submit all reports in the prescribed format and timeframes as determined by ICJI.
4. Submit quarterly performance measures as listed in the Special Conditions.
5. Comply with federal guidelines contained in 2 C.F.R Part 200.
6. Comply with 23 CFR part 1300—Uniform Procedures for State Highway Safety Grant Programs.

PROGRAM-SPECIFIC REQUIREMENTS

1. This is a reimbursement grant; no prepayments or pre-award payments are allowed.
2. Records or Data based projects.
 - All applications must provide measurable improvement in one or more of the following areas:
 - Timeliness,
 - Accuracy,
 - Completeness,
 - Uniformity, or
 - Integration.
 - Accessibility to one of the six core traffic records databases:
 - Crash,
 - Vehicle,
 - Driver,
 - Roadway,
 - Citation/adjudication, or
 - Emergency Medical Services (EMS)/injury surveillance.
 - To disseminate, analyze, and/or implement programs and/or publications supporting severe injuries and deaths caused by any of the above items.
3. Education, Training, and Outreach Projects.
 - Training related to reducing or preventing injuries or deaths on Hoosier roadways.
 - Media advertising that contains information regarding:
 - Speed management,
 - Distracted driving awareness,

- Nonmotorized road safety,
 - Motorcycle awareness,
 - Teen drivers, and
 - Driving while intoxicated.
 - Public education and/or outreach programs designed to inform motorists and nonmotorists of the following:
 - Speed management,
 - Distracted driving awareness,
 - Nonmotorized road safety,
 - Motorcycle awareness,
 - Teen drivers, and
 - Driving while intoxicated.
4. For all projects, if equipment is requested, it must be reasonable, allowable, and necessary for the project, and must comply with the funding statute and agency requirements.
- All subgrantees must comply with the Buy America requirements (23 U.S.C. 313) when purchasing items using federal funds.
 - Equipment is for grant work only and requires a 25% cash match.
 - All Equipment must be purchased by the end of the third quarter.
5. Indirect Cost Rate must be documented.

AWARD PERIOD

The award period for this grant shall be October 1, 2023 – September 30, 2024.

All projects must conclude, and all funding obligations must be made no later than September 30, 2024. All outstanding expenses must be paid, and the Final Fiscal Report must be submitted via Intelligrants within thirty (30) days from September 30, 2024. Proof of payment for all expenses must be provided with the Final Fiscal Report. Any expenses that have not been paid within thirty (30) days after September 30, 2024, will not be reimbursed.

MATCH REQUIREMENT

This grant has a 25% match requirement.

- Projects portions such as education, advertising, and/or outreach has a 25% in-kind or cash match.
- Equipment has a 25% cash match.

A minimum of 25% match must be reported on **each fiscal report** in order for expenses to be reimbursed. Failure to report the minimum match on a fiscal report will result in the fiscal report being returned for modification.

Additionally, matching funds must meet all of the following criteria:

- Are allowable under 2 C.F.R. 200.306 [eCFR :: 2 CFR 200.306 -- Cost sharing or matching](#).
- Must be verifiable from the subrecipient's records.
- Are not included as contributions for any other federal award.
- Are necessary and reasonable for the accomplishment of the project or program objectives.
- Are not paid by the federal government under another federal award, except where authorized by federal statute.
- Are provided for in the approved budget.
- Conform to all other provisions of 2 C.F.R. Part 200.

Match is restricted to the same use of funds as allowed for federal funds. If the expenditure is not allowable with federal funds, it is not allowable with match funds.

Applicants must identify all sources of the non-federal portion of the total project costs (i.e., match funds), and explain how the match funds will be used in the budget narrative section of the application within IntelliGrants.

APPLICATION SUBMISSION

Grant applications and all required supporting documentation must be submitted through [IntelliGrants](#) no later than **11:59 p.m. (ET) on Friday, August 11, 2023**. Applicants are strongly encouraged to submit applications at least 48 hours prior to the grant application deadline. *Note: Late or incomplete applications will not be considered for funding.*

IntelliGrants is an end-to-end solution for the administration of grants. Everything from the grant application, reports, and fiscal drawdowns will occur online within IntelliGrants. Applicants must register in IntelliGrants to apply for funding opportunities. Registration instructions can be found on the ICJI [website](#).

It is recommended that subgrantees review the IntelliGrants training materials before logging in for the first time. The [Training Webinar and Subgrantee User Manual](#) is also available on the ICJI website and on the training tab in IntelliGrants.

APPLICATION REVIEW

Pursuant to 2 C.F.R. Part 200, ICJI will review and score all grant applications as part of the competitive application process. Specifically, ICJI will assess:

- The completeness of the grant application.
- Whether the grant application is within the purpose areas of the funding.
- Applicant uses crash data relative to scope of work.
- The applicant's eligibility.
- Whether the grant application, the applicant, and the project are in compliance with all federal and state laws, regulations, and rules.
- Whether the proposed expenditures set forth in the project budget are allowable, necessary, and reasonable.
- Any potential conflicts of interest.
- Whether the applicant has any federal and/or state debt delinquency.
- The applicant's ability to successfully pass clearance checks from the Indiana Department of Revenue (DOR), Indiana Department of Workforce Development (DWD), and Indiana Secretary of State (SOS).
- Any and all risk associated with granting funds to the applicant.
- Whether the applicant is debarred or suspended by any federal or state department or agency.
- Whether the applicant maintains a current registration in System for Award Management (SAM) and has an active Unique Entity Identifier (UEI) number.

UNALLOWABLE COSTS

TSIP funds may not be used (directly or indirectly) for any of the following items:

- Real estate.
- Weapons, ammunition, body armor, and/or accessories for law enforcement.
- Fuel.
- First Class travel or travel agent costs.
- Pre-agreement costs or advance payments.
- Calculation and reimbursement for mileage, per diem, and lodging cannot exceed state rates.
[Learn more.](#)

Additionally, TSIP funds may not be used for any purpose prohibited by federal statute or regulation. Federal law prohibits the use of federal funds for certain activities irrespective of the federal funding source or the specifics of the grant program. These prohibitions include but may not be limited to:

- Lobbying.
- Fundraising.
- State and local taxes.
- Entertainment.
- Fines and penalties.
- Home office workspace and related utilities.
- Honoraria.

- Passport charges.
- Tips.
- Food and/or beverages.
- Membership fees to organizations whose primary activity is lobbying.
- Land acquisition.
- Bonuses or commissions.

SUPPLANTING PROHIBITED

Federal funds must be used to *supplement* existing state or local funds for program activities and may not replace state or local funds that have been appropriated or allocated for the same purpose. Additionally, federal funding may not replace state or local funding that is required by law. If a question of supplanting arises, the applicant or subgrantee will be required to substantiate that the reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds.

MONITORING

[2 C.F.R. Part 200](#) and NHTSA guidelines set forth monitoring requirements whereby the State must establish and carry out a process of assessing the progress of projects and programs that are funded, in whole or in part, by federal funds. Grant monitoring measures both financial and programmatic progress, and allows ICJI to provide technical assistance, measure subgrantee compliance, and provide results-based feedback to subgrantees.

The State will monitor all grant awards via an ICJI Grant Manager, ICJI Compliance Monitor, and/or the Law Enforcement Liaison (LEL). As part of the monitoring process, the grant manager will review all reports submitted by the subgrantee within fifteen (15) days for accuracy, timeliness, completeness, etc. The State will conduct on-site or off-site monitoring reviews of the project or program during the term of the grant period and for up to three (3) years after it expires or is otherwise terminated. All documentation related to the grant shall be provided to the State, upon request, at no cost. If the subgrantee fails to comply or cooperate with the State's monitoring process, the State may consider such non-cooperation as a material breach of the grant agreement, and the grant may be terminated.

Delinquent, inaccurate, incomplete, and/or fraudulent program and fiscal reports will be considered a material breach of the grant agreement. ICJI's remedies include, but are not limited to, identifying the grantee as high risk, de-obligating funding, termination of the grant, disqualification from future funding, and/or referral to the U.S. Office of Inspector General.

REPORTING REQUIREMENTS

Subrecipients are required to submit programmatic and fiscal reports in IntelliGrants quarterly.

Upon submission, an ICJI grant manager will then review and approve or deny the reports. Each program report and fiscal report must be approved by ICJI prior to seeking reimbursement.

Reporting shall be completed on a quarterly basis in IntelliGrants. Reports must be initiated at least ten (10) days before being due. Upon submission, an ICJI Traffic Safety Division grant manager will review and approve or deny the reports. Each program report and fiscal report must have all the required documentation and be approved by the ICJI grant manager prior to seeking reimbursement.

Program Report Documentation. The following documentation must be included with each program report submitted into the IntelliGrants system:

1. Fiscal Report Documentation. The following documentation must be included with each fiscal report submitted into the IntelliGrants system (All forms can be found at <https://www.in.gov/cji/traffic-safety/information-for-law-enforcement>.) If no performance was completed during the reporting period, the following items must still be included:
 - Corresponding paystubs for reimbursement or match.
 - Corresponding documentation/invoice for reimbursement.
 - Buy America documentation for equipment.

2. Final Report Requirements and Close Out.
 - No fiscal claims for the award period will be accepted after October 31, 2024.
 - Each agency will receive a close out report with total fiscal reporting.

4. Modifications.
 - Budget modifications are allowed only if approved by ICJI. Budget modifications are not allowed during the fourth quarter.

Quarterly Reports Opened/Due DATE	Quarterly: Description	Quarterly: Performance Period
January 15, 2024/January 31, 2024	First Quarter/Q1 Reports Due	October 1, 2023 – December 31, 2023
March 15, 2024/March 31, 2024	Second Quarter/Q2 Reports Due	January 1, 2024 – March 31, 2024
June 15, 2024/June 30, 2024	Third Quarter/Q3 Reports Due	April 1, 2024 – June 30, 2024
October 1, 2024/October 15, 2024	Fourth Quarter/Q4 Reports Due	July 1, 2024 – September 30, 2024
September 30, 2024	Project End Date	All funds must be expended
Monthly Reports Opened/Due DATE	Monthly: Description	Monthly: Performance Period
First of every month/ 15 th of every month	The prior full month	The prior full month

AUDIT REQUIREMENTS

Pursuant to 2 C.F.R. Part 200, specifically, § 200.500 *et seq.*, recipients of federal funds are subject to annual audit requirements.

1. *Audit required:* A non-federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part.
2. *Single audit:* A non-federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single audit conducted in accordance with §200.514 Scope of audit except when it elects to have a program-specific audit conducted in accordance with paragraph (c) of this section.
3. *Program-specific audit election:* When an entity expends Federal awards under only one Federal program (excluding research and development) and the Federal program's statutes, regulations, or the terms and conditions of the Federal award do not require a financial statement audit of the entity, the entity may elect to have a program-specific audit conducted in accordance with §200.507 Program-specific audits. A program-specific audit may not be elected for research and development unless all of the Federal awards expended were received from the same Federal agency, or the same Federal agency and the same pass-through entity, and that Federal agency, or pass-through entity in the case of a subrecipient, approves in advance a program-specific audit.
4. *Exemption when federal awards expended are less than \$750,000:* A non-federal entity that expends less than \$750,000 during the non-Federal entity's fiscal year in Federal awards is exempt from Federal audit requirements for that year, except as noted in §200.503 Relation to other audit requirements, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and Government Accountability Office (GAO).
5. *Federally Funded Research and Development Centers (FFRDC):* Management of an entity that owns or operates a FFRDC may elect to treat the FFRDC as a separate entity for purposes of this part.
6. *Subrecipients and Contractors:* An entity may simultaneously be a recipient, a subrecipient, and a contractor. Federal awards expended as a recipient or a subrecipient are subject to audit under this part. The payments received for goods or services provided as a contractor are not Federal awards. Section §200.330 Subrecipient and contractor determinations sets forth the considerations in determining whether payments constitute a Federal award or a payment for goods or services provided as a contractor.
7. *Compliance responsibility for contractors:* In most cases, the entity's compliance responsibility for contractors is only to ensure that the procurement, receipt, and payment for goods and services comply with Federal statutes, regulations, and the terms and conditions of Federal awards. Federal award compliance requirements normally do not pass through to contractors. However, the entity is responsible for ensuring compliance for procurement transactions, which

are structured such that the contractor is responsible for program compliance or the contractor's records must be reviewed to determine program compliance. Also, when these procurement transactions relate to a major program, the scope of the audit must include determining whether these transactions are in compliance with Federal statutes, regulations, and the terms and conditions of Federal awards.

8. *For-profit subrecipient*: Since this part does not apply to for-profit subrecipients, the pass-through entity is responsible for establishing requirements, as necessary, to ensure compliance by for-profit subrecipients. The agreement with the for-profit subrecipient must describe applicable compliance requirements and the for-profit subrecipient's compliance responsibility. Methods to ensure compliance for Federal awards made to for-profit subrecipients may include pre-award audits, monitoring during the agreement, and post-award audits. See also § 200.331 Requirements for pass-through entities.

APPENDIX: APPLICABLE LAWS AND MANDATORY REQUIREMENTS

I. GENERAL

This award is governed by 2 C.F.R. Part 200. All applicants must adhere to all provisions set forth in federal and state statute, regulation, or rule. Failure to abide by any applicable federal and state requirements may, at the discretion of the State, be considered a material breach. The consequences of a material breach include but are not limited to:

- The applicant becoming ineligible for this grant funding opportunity;
- Requiring repayment of any grant funds already received;
- The de-obligation of grant funds; and
- The material breach becoming a factor in the scoring process for future grant applications.

Furthermore, subgrantees may not obligate, expend, or draw down grant funds until the Federal Office of the Chief Financial Officer notifies the State that the grant has been awarded to Indiana. The State shall not reimburse a subgrantee for expenditures outside the grant period of performance.

Pursuant to 2 C.F.R. Part 200, all applicants are required to establish and maintain grant accounting systems and financial records to accurately account for funds awarded to them.

The applicant understands and agrees that it cannot use federal funds from different funding sources for one or more of the identical cost items, in whole or in part. If this scenario presents itself, the Applicant must contact the ICJI program manager in writing and refrain from the expenditure, obligation, or draw down of any federal funds awarded from ICJI concerning the identical cost items.

II. CIVIL RIGHTS LAWS AND REQUIREMENTS

Recipients of federal grants are required to adhere to all federal and state laws concerning civil rights including, but not limited to, the laws set forth below.

- *Nondiscrimination*: Pursuant to the Indiana Civil Rights Law, specifically including IC § 22-9-1-10, and in keeping with the purposes of the federal Civil Rights Act of 1964, the Age Discrimination

in Employment Act, and the Americans with Disabilities Act, the Applicant covenants that it shall not discriminate against any employee or applicant for employment relating to this grant with respect to the hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, because of the employee or applicant's race, color, national origin, religion, sex, age, disability, ancestry, status as a veteran, or any other characteristic protected by federal, state, or local law ("Protected Characteristics"). Furthermore, Applicant certifies compliance with applicable federal laws, regulations, and executive orders prohibiting discrimination based on the Protected Characteristics in the provision of services.

Applicant covenants that it shall not discriminate against any individual based on actual or perceived race, color, national origin, religion, sex, disability, sexual orientation, or gender identity as outlined in the Violence Against Women Act Reauthorization Act of 2013. The Applicant understands that the State is a recipient of federal funds, and therefore, where applicable, Applicant and any subcontractors shall comply with requisite affirmative action requirements, including reporting, pursuant to 41 C.F.R. Chapter 60, as amended, and Section 202 of Executive Order 11246 as amended by Executive Order 13672.

- *Enforcing Civil Rights Laws:* All recipients of federal financial assistance, regardless of the particular funding source, the amount of the grant award, or the number of employees in the workforce, are subject to prohibitions against unlawful discrimination. Accordingly, the OCR investigates recipients that are the subject of discrimination complaints from both individuals and groups. In addition, based on regulatory criteria, the OCR selects a number of recipients each year for compliance reviews, audits that require recipients to submit data showing that they are providing services equitably to all segments of their service population and that their employment practices meet equal opportunity standards.
- *Meeting the Requirement to Submit Findings of Discrimination:* If in the three years prior to the date of the grant award, your organization has received an adverse finding of discrimination based on race, color, national origin, religion, or sex, after a due process hearing, from a state or federal court or from a state or federal administrative agency, your organization must send a copy of the finding to OCR. A copy must also be sent to the State.

III. STATE LAWS AND REQUIREMENTS

Recipients of grant funds from the State are required to adhere to all state laws concerning the receipt and use of grant funds from federal and state funding sources. Those laws include, but are not limited to, the laws set forth below.

- *State Ethical Requirements:* The Applicant and its agents shall abide by all ethical requirements that apply to persons who have a business relationship with the State as set forth in IC § 4-2-6, et seq., IC § 4-2-7, et seq. and the regulations promulgated thereunder. If the Applicant has knowledge, or would have acquired knowledge with reasonable inquiry, that a state officer, employee, or special state appointee, as those terms are defined in IC § 4-2-6-1, has a financial interest in the grant, the Applicant shall ensure compliance with the disclosure requirements in IC § 4-2-6-10.5 prior to the execution of this grant. If the Applicant is not familiar with these ethical requirements, the Applicant should refer any questions to the Indiana State Ethics Commission or visit the Inspector General's [website](#). If the Applicant or its agents violate any

applicable ethical standards, the State may, in its sole discretion, terminate this grant immediately upon notice to the Applicant. In addition, the Applicant may be subject to penalties under IC §§ 4-2-6, 4-2-7, 35-44.1-1-4, and under any other applicable laws.

- *Indiana Secretary of State:* Pursuant to Indiana Code Title 23, applicant must be properly registered and owes no outstanding reports to the Indiana Secretary of State.
- *Telephone Solicitation of Consumers; Automatic Dialing Solicitations:* As required by Indiana Code § 5-22-3-7:

(1) the Applicant and any principals of the Applicant certify that

- (A) except for de minimis and nonsystematic violations, it has not violated the terms of:
 - (i) IC § 24-4.7 [Telephone Solicitation Of Consumers];
 - (ii) IC § 24-5-12 [Telephone Solicitations]; or
 - (iii) IC § 24-5-14 [Regulation of Automatic Dialing Machines];in the previous three hundred sixty-five (365) days, even if IC § 24-4.7 is preempted by federal law; and
- (B) the Applicant will not violate the terms of IC § 24-4.7 for the duration of this Grant Agreement, even if IC § 24-4.7 is preempted by federal law.

(2) The Applicant and any principals of the Applicant certify that an affiliate or principal of the Applicant and any agent acting on behalf of the Applicant or on behalf of an affiliate or principal of the Applicant, except for de minimis and nonsystematic violations,

- (A) has not violated the terms of IC § 24-4.7 in the previous three hundred sixty-five (365) days, even if IC § 24-4.7 is preempted by federal law; and
- (B) will not violate the terms of IC § 24-4.7 for the duration of the grant agreement even if IC § 24-4.7 is preempted by federal law.

- *Drug-Free Workplace Certification:* Applicant hereby covenants and agrees to make a good faith effort to provide and maintain a drug-free workplace as required by Executive Order 90-5, April 12, 1990. Executive Order 90-5 applies to all individuals and private legal entities who receive grants or contracts from State agencies. This clause was modified in 2005 to apply only to Contractor's employees within the State of Indiana and cannot be further modified, altered, or changed. Applicant will give written notice to the State within ten (10) days after receiving actual notice that the Applicant, or an employee of the Applicant in the State of Indiana, has been convicted of a criminal drug violation occurring in the workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of grant payments, termination of the grant and/or debarment of grant opportunities with the State of Indiana for up to three (3) years.

In addition to the provisions of the above paragraphs, if the total amount set forth in this Grant Agreement is in excess of \$25,000.00, the Applicant certifies and agrees that it will provide a drug-free workplace by:

- A. Publishing and providing to all of its employees a statement notifying them that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violations of such prohibition; and

- B. Establishing a drug-free awareness program to inform its employees of (1) the dangers of drug abuse in the workplace; (2) the Applicant's policy of maintaining a drug-free workplace; (3) any available drug counseling, rehabilitation, and employee assistance programs; and (4) the penalties that may be imposed upon an employee for drug abuse violations occurring in the workplace; and
 - C. Notifying all employees in the statement required by subparagraph (A) above that as a condition of continued employment the employee will (1) abide by the terms of the statement; and (2) notify the Applicant of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction; and
 - D. Notifying in writing the State within ten (10) days after receiving notice from an employee under subdivision (C)(2) above, or otherwise receiving actual notice of such conviction; and
 - E. Within thirty (30) days after receiving notice under subdivision (C)(2) above of a conviction, imposing the following sanctions or remedial measures on any employee who is convicted of drug abuse violations occurring in the workplace: (1) take appropriate personnel action against the employee, up to and including termination; or (2) require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency; and
 - F. Making a good faith effort to maintain a drug-free workplace through the implementation of subparagraphs (A) through (E) above.
- *Employment Eligibility Verification:* As required by IC § 22-5-1.7, the Applicant hereby swears or affirms under the penalties of perjury that:
 - A. The Applicant has enrolled and is participating in the E-Verify program;
 - B. The Applicant has provided documentation to the State that it has enrolled and is participating in the E-Verify program;
 - C. The Applicant does not knowingly employ an unauthorized alien; and The Applicant shall require its contractors who perform work under this Grant Agreement to certify to the Applicant that the contractor does not knowingly employ or contract with an unauthorized alien and that the contractor has enrolled and is participating in the E-Verify program. The Applicant shall maintain this certification throughout the duration of the term of a contract with a contractor.
 - D. The State may terminate for default if the Applicant fails to cure a breach of this provision no later than thirty (30) days after being notified by the State.
 - *ICJI Policies and Requirements:* Recipients of grant funds from ICJI are required to adhere to all ICJI policies, procedures, and guidelines concerning the receipt and use of grant funds from both

federal and state funding sources, including those directives, policies, and guidelines found on ICJI's [website](#).



Indiana Criminal Justice Institute
402 W. Washington Street, Room W469
Indianapolis, IN 46204

317-232-1233
www.cji.in.gov