
School Safe Haven Program

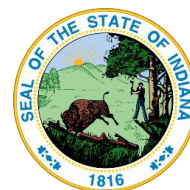
2021-2022

REQUEST *for* PROPOSAL

State of Indiana
Governor
Eric J. Holcomb

Indiana Criminal Justice Institute
Executive Director
Devon McDonald

Indiana Criminal Justice Institute
Behavioral Health Division Director
Michael Ross



SCHOOL SAFE HAVEN PROGRAM 2021-2022

REQUEST FOR PROPOSAL

The Indiana Criminal Justice Institute (“ICJI”) is now accepting applications for the 2021-2022 School Safe Haven Program. Indiana’s School Safe Haven program provides matching grants that may be awarded to public school corporations and public charter schools to improve and/or increase school safety resources and programming.

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 Wednesday, May 26, 2021

Applicants are strongly encouraged to submit applications at least 72 hours prior to the deadline.

AWARD PERIOD



July 1, 2021 – June 30, 2022

TECHNICAL ASSISTANCE



For technical assistance with submitting an application, contact the ICJI Helpdesk at CJIHelpDesk@cji.in.gov. ICJI Helpdesk hours are Monday – Friday 8:00 am to 4:30 pm ET, except state holidays.

For assistance with this solicitation, please contact the ICJI Youth Division Grant Manager Adam Winkler at AdWinkler@cji.IN.gov or 317-234-6121.

IMPORTANT



ICJI is not responsible for technical issues with grant submission within 48 hours of grant deadline.

Late or incomplete applications will not be accepted.

TABLE OF CONTENTS

PURPOSE OF THE GRANT	4
ELIGIBILITY REQUIREMENTS.....	4
FUNDING CATEGORIES	5
APPLICATION SUBMISSION	6
AWARD PERIOD	6
INELIGIBLE COSTS & ACTIVITIES.....	6
ADDITIONAL REQUIREMENTS	7
SELECTION PROCESS AND AWARD NOTIFICATION	7
AWARD PROCESS AND MODIFICATIONS.....	7
PROGRAM AND FISCAL REPORTS.....	8
APPENDIX A: APPLICATION INFORMATION.....	10
APPENDIX B: APPLICABLE LAWS AND MANDATORY REQUIREMENTS	15

PURPOSE OF THE GRANT

A safe school provides a physical and social environment in which students are able to learn and achieve to their fullest potential. A safe school environment also enables educators, administrators, and other staff to support students in that pursuit without violence, the threat of violence, or other safety concerns. To accomplish these goals, schools must assess their risk factors, needs, local resources, and existing efforts and strategies.

The 2021-2022 Safe Haven Grant priorities for funding will be *evidence-based or best practice bullying prevention programs*. This reimbursement-based grant is intended to supplement funding for programs in school districts throughout Indiana.

ICJI partners with the Indiana Department of Homeland Security and the Indiana Department of Education for the Indiana School Safety grant. For purposes of clarity and to avoid confusion between School Safe Haven and other grants, please note that:

- » The ICJI School Safe Haven grant **cannot** be used for threat assessments or equipment.
- » ICJI is no longer funding School Resource Officers (“SRO”). The Indiana Department of Homeland Security will be funding all SROs.

For further information, please refer to the establishing statute [IC 5-2-10.1](#).

The programmatic goals of the FY 2021-2022 Safe Haven Grant are to:

1. Offer students and staff opportunities to develop the skills and strategies necessary to prevent bullying and potential bullying situations in digital and physical spaces. These skills and strategies should also reduce alcohol, tobacco and drug use, reduce violent behavior, and promote educational progress.
2. Enable schools to identify and acquire the programs and resources necessary to apply research-based models and proven practices for curriculum, policies, procedures, and instruction that mitigate bullying in digital and physical spaces. These programs and resources should also reduce alcohol, tobacco and drug use, reduce violent behavior, and promote educational progress.
3. Assist schools in developing a cyberbullying prevention framework in order to promote the safety and well-being of students.

ELIGIBILITY REQUIREMENTS

PROGRAM REQUIREMENTS

Only Indiana public school corporations and public charter schools are eligible to apply for funding. Additional eligibility requirements include the following:

1. ICJI will only fund evidence-based programs.

2. If a school would like to apply for multiple programs, then two separate applications will need to be submitted.
3. A 1:1 cash match is required for all Safe Haven grant funds. The purpose of matching funds is to increase the amount of resources available to programs supported by state grants. *No “in-kind” donations will be accepted for match purposes.*
4. Only applications demonstrating a valid need will be considered. The applicant must demonstrate the need for the proposed program, curriculum, or strategies outlined in its Safe Haven grant application. Please use specific data from the school district including, but not limited to:
 - a. Suspension/Expulsion Data,
 - b. Behavioral Data (office referrals, attendance records, etc.),
 - c. Improved/Declining ISTEP/standardized testing scores, and/or
 - d. Alcohol Tobacco Other Drug (ATOD) Survey results, through IPRC (if available)
5. Applications must contain program sustainability information. School districts must have a plan in place should state funding become obsolete.
6. All approved applications must comply with reporting requirements. Failure to comply with reporting requirements will have a direct impact on future funding.
7. *No guarantee of funding is made to any applicant.* Funding is dependent upon availability of funds from the State of Indiana.
8. Evidence-based programs must be clearly identified by the applicant organization. If the program model is not clearly stated and described, the grant will not be funded.

FUNDING CATEGORIES

Below are the categories for which applicants may apply. Only one category may be applied for per application.

1. Offer students and staff opportunities to develop the skills and strategies necessary to prevent bullying and potential bullying situations in digital and physical spaces. These skills and strategies should also reduce alcohol, tobacco and drug use, reduce violent behavior, and promote educational progress.
2. Enable schools to identify and acquire the programs and resources necessary to apply research-based models and proven practices for curriculum, policies, procedures, and instruction that mitigate bullying in digital and physical spaces. These programs and resources should also reduce alcohol, tobacco and drug use, reduce violent behavior, and promote educational progress.
3. Assist schools in developing a cyberbullying prevention framework in order to promote the safety and well-being of students.

APPLICATION SUBMISSION

Applications must be submitted through [IntelliGrants](#) by **11:59 P.M. (ET) on Wednesday, May 26, 2021**. No late or incomplete applications will be considered for funding.

Applicants must be registered in IntelliGrants in order to access the online application. The registration process can be started by visiting IntelliGrants and clicking on the “New user?” link. Registration may take several days for first time registrants. Failure to register will prevent applicants from accessing the system. ICJI recommends early registration in order to become familiar with the system. This will prevent delays with application submission. ICJI is not responsible for applicants who fail to submit a timely application due to technical difficulties that occur within 48 hours of the deadline. Late applications or applications submitted through any means other than IntelliGrants will not be considered for funding.

AWARD PERIOD

The award period for this grant shall be July 1, 2021 – June 30, 2022. Projects should begin on July 1, 2021 and must be in operation no later than 60 days after this date. Failure to have the funded project operational within 60 days from July 1, 2021 will result in the cancellation of the grant and the de-obligation of all awarded funds.

All projects must conclude, and all funding obligations must be made no later than June 30, 2022. All outstanding expenses must be paid, and the Final Fiscal Report must be submitted via IntelliGrants within 30 days from June 30, 2022. Proof of payment for all expenses must be provided with the Final Fiscal Report. Any expenses that have not been paid within 30 days after June 30, 2022, will not be reimbursed. Late Fiscal and Programmatic Reports will not be accepted.

IMPORTANT: Programs may operate outside of the award period but WILL NOT be reimbursed by Safe Haven funds.

INELIGIBLE COSTS & ACTIVITIES

1. Reimbursement for mileage, per diem, and lodging at any amount other than the current State rate. The budget section will need to include the State rate, not the school system reimbursement rate. The state-approved rates can be found at the Indiana Department of Administration under “Policies” [website](#).
2. Daily subsistence can only be requested if travel occurs outside the targeted service area and in accordance with such rules established by the Indiana Department of Administration.
3. First Class travel.
4. Threat assessments and safety equipment.
5. Lobbying, including attempts to influence legislation or the outcome of any federal, state, or local elections. Recent changes to the law have expanded the prohibition to any federally appropriated funding used, either directly or indirectly, to support the enactment, repeal, modification, or adoption of

any law, regulation, or policy, at any level of government, without the express written approval of OJP. Violations of this prohibition are now subject to civil fines of up to \$100,000 per violation.

6. Fundraising (including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions).
7. The applicant understands and agrees that award funds may not be used to discriminate against or denigrate the religious or moral beliefs of students who participate in programs for which financial assistance is provided from those funds, or of the parents or legal guardians of such students.

SUPPLANTING

Safe Haven funds must be used to supplement existing funds for program activities and cannot replace or supplant non-federal funds that have been appropriated for the same purpose.

ADDITIONAL REQUIREMENTS

All applicants awarded a grant from the Indiana Criminal Justice Institute must agree to the following:

1. Enter into a Grant Agreement between the Indiana Criminal Justice Institute and the legal applicant;
2. Submit performance data, performance reports, and financial reports in the prescribed format and time frames as determined by the Indiana Criminal Justice Institute (future funding may be affected if reports are not submitted timely).

IMPORTANT: Failure to submit the required reports by the stated due date will result in reimbursement of grant funds being withheld until the report(s) is received AND approved by ICJI.

SELECTION PROCESS AND AWARD NOTIFICATION

ICJI staff will conduct an initial screening of the proposal to check for completeness of the application. Incomplete applications will not be processed or advanced for review. ICJI staff will review each application, then present eligible applications to the ICJI Board of Trustees for consideration. *Applicants awarded Safe Haven grants will be notified electronically of the funding decision.*

AWARD PROCESS AND MODIFICATIONS

AWARD PROCESS

Grantees may be asked to adjust proposed budgets or plans to fit the amount of grant funds awarded by the ICJI Board of Trustees. These adjustments must be submitted via IntelliGrants and approved by ICJI staff. Upon approval, grant award letters will be sent to grantees within 30 days. The grant agreement, with original

signatures, must be returned to ICJI as instructed. Grant award information will be provided to the school corporation upon the approval of the grant agreement.

MODIFICATIONS

If a grantee wishes to change any aspect of the program—fiscally and/or programmatically— during the grant period, the grantee MUST submit a Project Modification Request (PMR) via IntelliGrants. ICJI will review the request and the grantee will be notified by email concerning the approval or denial of its request. *The applicant may not begin revised activity until the ICJI approves PMR. Any unapproved modifications launched before official approval will not be reimbursed.*

Please note that there is PMR limit of 10%, meaning that if funds need to be adjusted, only 10% of the total award amount can be modified. Please contact your ICJI program manager for further information.

PROGRAM AND FISCAL REPORTS

MONITORING

All programs that receive funding will be monitored by ICJI staff using a combination of desk reviews and site visits. Additionally, the ICJI program manager will routinely review all submitted reports for timeliness and accuracy. (Failure to submit the required reports by the stated due dates will result in reimbursement of grant funds being withheld until the report(s) is received).

FISCAL AND PROGRAM REPORTING GUIDELINES

Safe Haven subgrantees are required to submit quarterly fiscal and program reports through IntelliGrants. Program reports will require reporting on the required performance measures along with the narrative questions. Fiscal reports are reports filed by the applicant that acts as a claim for reimbursement. Fiscal reports must have the appropriate supporting documentation attached before any reimbursement is initiated. Fiscal reports with invoices/expenditures/activities outside of the award period will not be reimbursed.

SAFE HAVEN GRANT CYCLE

Quarter	Reporting Period	Reports Due	Reporting Deadline
1st	July 1, 2021* – September 30, 2021	» Fiscal Report » Program Report	October 20, 2021
2nd	October 1, 2021 – December 31, 2021	» Fiscal Report » Program Report	January 20, 2022
3rd	January 1, 2022 – March 31, 2022	» Fiscal Report » Program Report	April 20, 2022
4th	April 1, 2022 – June 30, 2022**	» Fiscal Report » Program Report	July 30, 2022

*Project Start Date

**Project End Date: All grant funds must be expended or encumbered by this date.

All program and fiscal reports are to be submitted via [IntelliGrants](#) on or before the date they are due. *If the required reports are not submitted on time, grant funds will be frozen.*

Appendix A includes an outline of the Safe Haven Funding Announcement. The questions and information requested in this document are similar to what you will encounter in the application. In order to assist you, this outline has been provided so that you may use it to prepare answers for some (or all) of the questions on this document and then copy and paste your answers into the appropriate spaces provided in the online application. Using the outline will allow you to save work as you proceed through the application, use spell check, and check the character count. Please note that the character count will include all typed characters, spaces, and punctuation. The IntelliGrants system will time out after 30 minutes of inactivity and will not spell check or count characters, thus this outline is offered as support. Use of this outline is not a requirement of the funding announcement.

APPENDIX A: APPLICATION INFORMATION

All applicants must provide the following information in their proposal. Applicants can save partially completed applications and return to add additional information prior to the deadline. Only full completed and submitted applications will be reviewed and considered for funding.

The following are the application fields.

PROJECT INFORMATION

1. Project Title
2. Project Summary
3. Amount of Funding Requested
4. SAM Expiration
5. DUNS Number
6. Ever been audited: Y/N
 7. IF YES: Please Upload your most recent audit report
 8. IF YES: Date of most recent audit
 9. IF YES: Any adverse audit findings? Y/N
 10. IF YES: Describe Adverse Audit Findings
 11. IF YES: Upload Corrective Action Plan

PROGRAMMATIC INFORMATION

1. Please select whether this application is for a "Continuation" or "New" program. If a continuation,
 - a. Please provide the number of years the program has received ICJI support.
 - b. Please provide the previous subgrant number:
 - c. Please provide the amount of Safe Haven funding previously received:
 - d. Were all programmatic and fiscal goals achieved through the objectives as approved in the program's previous application? If no, please explain why in detail:
 - e. Did your program encounter any barriers? If so, please describe explain how they were resolved. If they were not resolved, please describe why:
 - f. Do you have any success stories or interesting findings or results regarding your program's activity to share? If so, please describe:
 - g. Please describe any program modifications you are making to the current program and why, if funded under this solicitation. If not, simply answer N/A.
2. Evidence-Based Program Description: Please include a description of the proposed program, solution, or remedy to the problem. List any partners involved in the project, and include the name of the evidence-based program and where you found the program. State how this program will benefit the school and enhance the safety of the students.
3. Provide an estimated number of youth to be served. If youth are not directly served, enter zero "0".
4. Identify which county/counties your proposed program will serve. Please select all that apply.
5. How often will students receive services provided by the Safe Haven Grant?
6. Please provide a brief description for obtaining permanent financial support if Safe Haven funds were eliminated.

7. Safe Haven funding requires a 1:1 match, does your school corporation have the ability to supply this funding? If yes, please provide the source of these matching funds (local, State, other).
If no, please explain.
8. Please give the contact information for the person completing this application (Name, email address, and phone number)

PROBLEM STATEMENT & ANALYSIS

1. Please provide a clear and succinct summary of the problem to be addressed by this program. Your Problem Statement should be no more than one or two sentences.
2. Please document the severity of the problem. Describe how the problem was discovered and the impact the problem has on the community. You must include any data as it is related to the nature of the local problem, compare to the problem statewide, include local trend data, and explain how the proposed program will assist in meeting community goals.
3. How will the proposed program alleviate the stated problem?

GOALS, OBJECTIVES & OUTCOMES

1. Provide the program's goal. The goal should be general, realistic, focused on what we will ultimately achieve, and consistent with overall mission/purpose of agency.
2. Provide objectives that measure progress toward achieving the goal.
3. Provide at least 1 outcome for EACH stated objective (outcomes quantitatively measure program impact).

PROGRAM DESCRIPTION

Please provide a detailed description of the full program to be implemented (what, who, where, why, when, and how)

1. What? – Describe the nature of the proposed program.
2. Who? – Please specify and describe the target population(s), the parties responsible for implementing/administrating the proposed program, and any partners involved.
3. Where? – Describe the location(s) where the program is to be administered as well as the geographical area served.
4. Why? – Explain the rationale for the selection of the proposed program. Explain how the program will or has been incorporated into the ongoing operations of the agency/organization.
5. When? – Provide a detailed monthly program timeline for the proposed award period.
6. How? – List all relevant resources, activities, and methodologies necessary for the implementation of the proposed program.

EVIDENCE-BASED PROGRAMS/BEST PRACTICES

1. Is your program evidence-based?
2. Identify the evidence-based program or best practice utilized for this program/project. (This should come from an outside source.)
3. Name the source (website, publication, etc.) that identifies the selected model as evidence-based or a best practice.
4. If your program is not evidence-based, why not?

BUDGET INFORMATION

- » *Personnel:* Here you will enter all personnel associated with the project. Personnel must be broken down by whether they are salaried, hourly, part of a pool, or volunteers. Applicants must provide the position title, name of employee, fund type, employee type, annual salary, and % of time being charged to the grant. The cost will auto calculate once all the information is provided. DO NOT LIST CONTRACTORS OR SUBRECIPIENT STAFF UNDER PERSONNEL.
- » *Employee Benefits:* Here you will enter all fringe benefits provided to personnel associated with the project. Benefits must be broken down by employee. Applicants must provide the name of employee, position title, employee type, fund type, benefit type, % of time being charged to the grant, and employer contribution. The cost will auto calculate once all the information is provided. DO NOT LIST BENEFITS FOR CONTRACTORS OR SUBRECIPIENT STAFF UNDER EMPLOYEE BENEFITS.
- » *Supplies and Operating Expenses:* Here you will enter supply items and operating expenses associated with the project. Supplies must be broken down by specific items. Applicants must provide a specific supply item, fund type, number of units, price per unit, and % being charged to the grant. Supplies are tangible items with a per-unit cost of less than \$500. Operating Expenses must be broken down by expense. Applicants must provide the operating expense, fund type, amount of operating expense, and % being charged to the grant. The cost will auto calculate once all the information is provided. DO NOT LIST SUPPLIES OR OPERATING EXPENSES REQUIRED BY CONTRACTORS OR SUBRECIPIENT STAFF UNDER SUPPLIES AND OPERATING EXPENSES.
- » *Equipment:* Here you will enter all equipment associated with the project. Equipment must be broken down by item. Equipment includes tangible items with a per-unit cost of \$500 or more. Applicants must provide the equipment item, fund type, number of units, price per item, and % being charged to the grant. The cost will auto calculate once all the information is provided. DO NOT LIST EQUIPMENT REQUIRED BY CONTRACTORS OR SUBRECIPIENT STAFF UNDER EQUIPMENT.
- » *Travel:* Here you will enter all travel associated with the project. Travel must be broken down by each trip. Applicants must provide the number of travelers, purpose of travel, location of travel, travel expense, fund type, quantity per traveler, cost per day/item/mile, and % being charged to the grant. The cost will auto calculate once all the information is provided. DO NOT INCLUDE TRAVEL EXPENSES FOR CONTRACTORS OR SUBRECIPIENT STAFF UNDER TRAVEL.
- » *Consultants and Contractors:* Here you will enter all contractors and consultants associated with the project. Each consultant must have its own line item on the budget. Applicants must provide the name, service being provided, fund type, hourly rate, number of hours, and % being charged to the grant. Each contractor must have its own line item on the budget. Applicants must provide the name, service provided, fund type, compensation, and % being charged to the grant. The cost will auto calculate once all the information is provided. You will also indicate whether there are travel expenses for the consultants and contractors associated with the project.

PROGRAM INCOME

1. Will your program generate income? Y/N
2. What is the estimated amount of program income?

3. Describe how your program will generate income?
4. What will the program income be used for?

BUDGET SUMMARY

This section will auto fill based on the information you entered. If there are errors, you must go back and edit the correct screen, save, and re-review the summary.

BUDGET NARRATIVE

1. Personnel
 - 1.1. Describe the roles and responsibilities for each position or attach detailed job description(s). If you attach a job description, enter "See Attached Job Description(s)" into the text box.
 - 1.2. Describe how each position directly furthers the purpose of the program.
 - 1.3. If the position(s) funded with this grant have administrative duties, how do those duties directly impact the program?
 - 1.4. For each position identified in the Budget Detail, please state the percentage of time each position will spend on grant-funded activities.
 - 1.5. Does the position receive funding from other sources?
 - 1.6. If YES, identify, by position, the source and amount of other funds.
 - 1.7. If you are requesting funds for any new positions, please explain how the additional funds will enhance or expand the current program being funded.
2. Employee Benefits
 - 2.1. Describe the employee benefits that will be paid for each position(s) listed under Personnel.
3. Employee Travel
 - 3.1. Describe why travel is necessary to the program.
4. Equipment
 - 4.1. How will purchasing equipment facilitate meeting your stated program goals and objectives?
5. Supplies and Operating Expenses
 - 5.1. How will the supplies and operating expenses facilitate meeting your state program goals and objectives?
6. Consultants (Including Contractual Services)
 - 6.1. Explain why consultant or contractual services are necessary.
 - 6.2. Describe the nature of the contracted service(s).
 - 6.3. What is the consultant or contractor's hourly rate?
 - 6.4. What was the basis for the selection of the consultant or contractor? (ex. Open bidding, sole source, etc.)
7. Internal Controls
 - 7.1. Describe your internal control system(s). Internal controls are the policies, processes, and systems implemented to provide assurances that your organization can comply with all rules, regulations, and laws governing this grant. Examples include: how does your organization account for grant funds, track programmatic achievements, maintain adequate records, or exercise control over the grant?

APPLICATION ATTACHMENTS

- » *Total Agency Budget:* If the applicant agency is a nonprofit or other nongovernmental entity, please complete and upload the “Subgrantee Basic Budget”. Be sure to complete both the Organizational tab and the Employee tab. This does not apply to units of government.
- » *Indirect Cost Rate:* If the applicant agency has a federally approved indirect cost rate, ICJI will accept this rate. You must provide ICJI with a copy of the approval letter showing the rate and effective date. Your detailed budget should reflect the items that the rate is to be applied to and a complete description of what your total indirect cost plan encompasses.
- » *Sustainability Plan:* Please attach a document detailing the Applicant’s plan to maintain the program once the grant fund period expires.
- » *Timeline:* Please attach a timeline for the completion of the Project and/or expenditure of the grant funds.
- » *Letters of Endorsement:* Please attach at least one letter of endorsement evidencing community support for the Applicant’s program.
- » *Miscellaneous:* Please attach other requested information if applicable.

APPENDIX B: APPLICABLE LAWS AND MANDATORY REQUIREMENTS

GENERAL

All grants governed by 2 C.F.R. Part 200 and the current DOJ Grants Financial Guide. All applicants must adhere to all provisions set forth in federal and state statutes, regulations, and rules. Failure to abide by the federal and state mandates may, at the discretion of the State, be considered to be 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, the applicant 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 an Applicant for expenditures outside the grant period of performance.

Pursuant to CJJ policy and 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 ICJJ program manager in writing and refrain from the expenditure, obligation, or drawn down of any federal funds awarded from ICJJ concerning the identical cost items.

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 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](#).