
Child Passenger Safety Training and Distribution (CPSTD) Grant

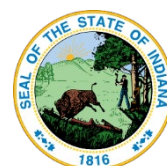
2025-2026

REQUEST *for* PROPOSAL

State of Indiana
Governor
Mike Braun

Indiana Criminal Justice Institute
Chief of Staff
Jade Palin

Indiana Criminal Justice Institute
Traffic Safety Division
James Bryan



2025-2026 Child Passenger Safety Training and Distribution Grant (CPSTD)

REQUEST FOR PROPOSAL

The Indiana Criminal Justice Institute (ICJI) Traffic Safety Division (TSD) is seeking proposals for the Child Passenger Safety Training and Distribution (CPSTD) Grant. CPSTD provides federal funds to support Child Passenger Safety (CPS) projects that aim to increase the proper use and distribution of child restraints.

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 Monday, March 31, 2025

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

AWARD PERIOD



Award Period: October 1, 2025 – September 30, 2026

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.

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

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PROGRAM DESCRIPTION

The Child Passenger Safety Training and Distribution (CPSTD) grant is a reimbursement grant that provides funding to combat and decrease traffic-related fatalities and injuries involving children between the ages of zero (0) and fifteen (15) through proper use and installation of child restraints. The purpose of the grant is to provide a statewide training and distribution resource for a network of Child Passenger Safety Inspection Stations (CPSIS), Child Passenger Safety professionals, and Law Enforcement Officers (LEO) throughout the state. All CPSTD grants will work in collaboration with state contracted Child Passenger Safety Specialists (CPSS).

PRIORITY AREAS AND DESCRIPTION

The CPSTD grant provides funding to support Child Passenger Safety (CPS) projects that meet the following priority areas:

- Reduce injuries and fatalities through education and distribution of child restraint systems.
- Recruit and increase the number of Child Passenger Safety professionals throughout the state.
 - Child Passenger Safety Technicians (CPST)
 - Child Passenger Safety Technician Instructors (CPSTI)
 - Child Passenger Safety Technicians Proxies (CPSTP)
- Provide Continuing Education Units (CEU) to retain the current Child Passenger Safety professionals statewide.
- Provide National Highway Traffic Safety Administration (NHTSA) CPST training curriculum.
- Provide NHTSA Car Seat Basics for Law Enforcement curriculum.
- Identify and target areas with higher than national birth rates and marriage rates.

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 fatality and crash trends on our roadways. The Traffic Safety Division (TSD) is responsible for the state's traffic safety programs, including the administration and distribution of federal funds Congress appropriates annually. Proposals must be data-driven and evidence-based, meaning the approaches are proven effective and produce consistent results.

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

The TSD uses a variety of crash data sources to evaluate and establish problem identification and identify affected communities with elevated risks of crash fatalities or injuries. The problem identification process involves data collection and analysis to identify 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. Relevant data sources include, but are not limited to:

- Automated Reporting Information Exchange System (ARIES) Crash Data.
- National Digital Check Form (NDCF).
- Fatality Analysis Reporting System (FARS).
- Crash data for Indiana. <https://www.in.gov/cji/research/crash-statistics/>

ELIGIBILITY REQUIREMENTS

State agencies, units of local government, institutions of higher education, and nonprofits are eligible to apply for CPSTD 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 CFR Part 200.
6. Comply with 23 CFR Part 1300—Uniform Procedures for State Highway Safety Grant Programs.

PROGRAM-SPECIFIC REQUIREMENTS

- This is a reimbursement grant.
- For all projects, if equipment is requested, it must be reasonable, allowable, and necessary for the project. Buy America requirements (23 U.S.C. 313) must be followed when purchasing items using federal funds.
- All equipment must be purchased by the end of the second quarter of the grant.
- All applications must provide a plan for measurable improvement in one or more of the following areas: timeliness, accuracy, completeness, uniformity, or integration.
- All applications must include:
 - A clear designation of duties and objectives for who will be responsible for submitting reports to ICJI.
 - A clear designation of who will be the State Safe Kids Program Coordinator.
 - A clear designation of who will be responsible for ensuring **all** child restraints installations and distributions are entered into the NDCF portal. All inspections are required to be entered into the NDCF portal within ten (10) days of inspection.
- All applications must include a plan for coordinating the distribution of child restraints, biannual Lower Anchors and Tethers for Children (LATCH) manuals, and other resources to established CPSIS located throughout the state (approximately 120 CPSIS). The following are requirements for distribution:
 - Child restraints purchased with grant funds require a CPST to provide instructional education for any seat being distributed.
 - A clear outline as to who qualifies for distribution of seats funded by ICJI must be provided.

- The CPSSs will assist with CPSIS site monitoring, tracking of seat distribution, and entry of inspections into the National Digital Check Form (NDCF) portal.

Proposals should address the following:

- A plan to recruit, train, and retain CPSTs, CPSTIs, and CPSTPs throughout the state in collaboration with the state CPSSs.
- A plan for facilitating and supporting regional CPST training courses, refresher courses, and an annual state Child Passenger Safety conference. Courses should be spread throughout the state and evenly distributed throughout each region. Priority locations should be determined in close collaboration with the regional CPSS and should be based on crash occurrence and injury statistics. (See Regional Map in Figure 1.1 below).

- **Child Passenger Safety Technician Training Courses:**

- I. Provide twenty-four (24) Child Passenger Safety Technician Training courses.
- II. Provide additional resources and funding to support other CPST courses to be taught throughout the state through instructor stipends.
- III. All courses must be listed as public courses with Safe Kids and have a minimum of eight (8) attendees.

- **Child Passenger Safety Refresher Courses:**

- i. Provide eight (8) Child Passenger Safety Refresher Courses
- ii. Course curriculum must be approved through Safe Kids, totaling six (6) CEUs.
- iii. Curriculum needs to be made available to the CPSSs with required equipment to offer additional refresher courses outside of the minimum requirement.

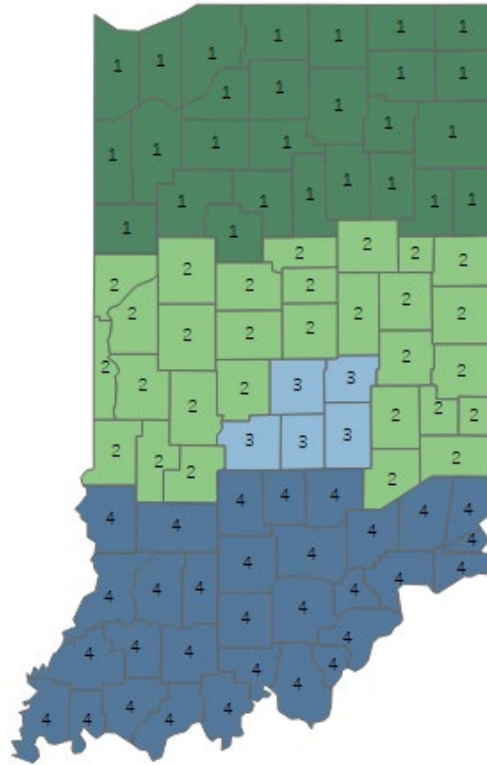
- **Child Passenger Safety Technician Hybrid Course**

- i. Provide at minimum one (1) Hybrid CPST Course to be offered throughout the state through collaborating with CPSSs, the National Safety Council, and other key organizations.
- ii. All courses must be listed as public courses with Safe Kids and have a minimum of eight (8) attendees.

- **One (1) State Child Passenger Safety Conference:**

- i. Provide one (1) statewide Child Passenger Safety Conference that provides no less than twelve (12) hours of content, which will be eligible to qualify for CEUs continuing education credits towards a CPSTs Recertification.
- ii. The conference must be capable of accommodating a minimum of 200 attendees.
- iii. The conference must adhere to the requirements of 2 CFR 200.432.

Figure 1.1 CPSS Regional Map.



AWARD PERIOD

The award period for this grant shall be October 1, 2025 – September 30, 2026.

All projects must conclude, and all funding obligations must be made no later than September 30, 2026. All outstanding expenses must be paid, and the Final Fiscal Report must be submitted via IntelliGrants within thirty (30) days of September 30, 2026. Proof of payment for all expenses must be provided in the Final Fiscal Report. Any expenses that have not been paid within thirty (30) days of September 30, 2026, will not be reimbursed.

All program activities *must* be completed by the end of the award period. All grant-funded equipment must be purchased, installed, and operational for the enforcement or educational training by the end of the second quarter of the performance period.

MATCH REQUIREMENT

Matching or cost sharing means the portion of project costs not paid by federal funds.

- CPSTD has a 20% match.

Match sources must be directly related to traffic safety activities. Any activities that fall outside the scope of the grant cannot be used as match. 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 applicants must explain how the match funds will be used in the budget narrative section of the application within IntelliGrants.

- 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 allowable under 2 C.F.R. 200.306;
- Are not paid by the federal government under another federal award, except where authorized by federal statute;
- Conform to all other provisions of 2 C.F.R. Part 200.
- Match sources for instructional time or personnel time can be personnel salary and/or mileage.
- Match sources for equipment must be a cash match.

Match can be calculated by using the Federal Share (award) divided by the percentage of Total Project Cost minus Federal Share.

EXAMPLE: With a match of 20%, and Federal share of 80%,

a \$250,000 Federal grant award match is as follows:

\$250,000 divided by 80% = \$312,500

\$312,500 minus \$250,000 = \$62,500

The 20% local share is \$62,500.

APPLICATION SUBMISSION

Grant applications and all required supporting documentation must be submitted through [IntelliGrants](#) no later than 11:59 p.m. (ET) on **Monday, March 31, 2025**. 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 subrecipients review the IntelliGrants training materials before logging in for the first time. The [Training Webinar and Subrecipient User Manual](#) is also available on the ICJI website and on the training tab in IntelliGrants.

ATTACHMENTS REQUIRED WITH APPLICATION

Applicants must provide:

1. Their most recent audit.
2. Federal acceptance of the negotiated indirect cost rate, if applicable.
3. CPST Wallet Cards for all certified staff.

APPLICATION REVIEW

Pursuant to 2 CFR 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.
- Whether the applicant uses crash data relative to the 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 that is 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

CPSTD 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.
- Advance payments.
- Calculation and reimbursement for mileage, per diem, and lodging cannot exceed state rates.

[Learn more.](#)

Additionally, CPSTD 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 CFR 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 the TSD to provide technical assistance, measure subrecipient compliance, and provide results-based feedback to subrecipients.

The TSD will monitor grant programs based on the award amount and/or risk assessment. The TSD grant program managers will conduct desk or on-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 subrecipient 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. The TSD's remedies include, but are not limited to, identifying the subrecipient 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 **quarterly programmatic and fiscal reports** via IntelliGrants. Verification of expenses along with verification of payment of expenses must be provided to ICJI on a quarterly basis prior to the reimbursement of expense. Upon submission, a TSD grant program manager will then review and approve or deny the reports.

Reporting **shall be completed on a quarterly basis** in IntelliGrants. Subrecipients must initiate the report within IntelliGrants at least ten (10) days prior to the due date. The TSD grant manager will review all reports submitted by the subrecipient within fifteen (15) days for accuracy, timeliness, and completeness.

Program Report Documentation: The following documentation are examples of items required for each program report submitted into the IntelliGrants system:

- Administrative logs.
- Program/course curriculums and number of courses taught.
- Number of CPSTs, CPSTIs, or CPSTPs certified.
- Program/course attendance records.

Fiscal Report Documentation: The following documentation must be included with each fiscal report submitted into the IntelliGrants system:

- Corresponding paystubs.
- Paid invoices.

Final Reporting for Performance Period:

- All programmatic and fiscal reports must be submitted for the award period no later than October 31, 2026.
- Budget modifications are not allowed during or after the third quarter unless approved by the TSD.

Quarterly: Description	Quarterly: Performance Period
First Quarter/Q1 Reports Due January 31, 2026	October 1, 2025 – December 31, 2025
Second Quarter/Q2 Reports Due April 30, 2026	January 1, 2026 – March 31, 2026
Third Quarter/Q3 Reports Due July 31, 2026	April 1, 2026 – June 30, 2026
Fourth Quarter/Q4 Reports Due October 31, 2026	July 1, 2026 – September 30, 2026

AUDIT REQUIREMENTS

Pursuant to 2 CFR Part 200, specifically, § 200.501 *et seq.*, recipients of federal funds are subject to annual audit requirements.

1. **Audit required:** A non-federal entity that expends \$1,000,000 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 \$1,000,000 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 (3) or (4) of this section.
3. *Program-specific audit election:* A non-Federal entity may elect to have a program-specific audit conducted in accordance with § 200.507 if the following conditions are met: (1) The non-Federal entity expends Federal awards under only one Federal program (excluding research and development); and (2) The Federal program's statutes or regulations, or terms and conditions of the Federal award, do not require a financial statement audit of the non-Federal entity.
4. *Program-specific audit election for research and development.* A non-Federal entity may elect to have a program-specific audit for research and development conducted in accordance with § 200.507, but only if all of the following conditions are met: (1) The non-Federal entity expends Federal awards only from the same Federal agency, or the same Federal agency and the same pass-through entity; and (2) The Federal agency, or pass-through entity in the case of a subrecipient, approves a program-specific audit in advance.
5. *Exemption when federal awards expended are less than \$1,000,000:* A non-federal entity that expends less than \$1,000,000 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. However, in all instances the records of the non-federal entity must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and Government Accountability Office (GAO).
6. *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.
7. *Subrecipients and Contractors:* An entity may simultaneously be a recipient, a subrecipient, and a contractor. Unless a program is exempt by Federal statute, Federal awards expended as a recipient or a subrecipient are subject to audit under this part. Payments received for goods or services provided as a contractor under a Federal award (see [§ 200.331](#)) are not subject to audit under this part. Section § 200.331 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.
8. *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. See also § 200.318(b).

9. *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 § 200.332 Requirements for pass-through entities.

APPENDIX: APPLICABLE LAWS AND MANDATORY REQUIREMENTS

GENERAL

This award is governed by 2 CFR 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, subrecipients 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 subrecipient for expenditures outside the grant period of performance.

Pursuant to 2 CFR 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 TSD grant program manager in writing and refrain from the expenditure, obligation, or draw down of any federal funds awarded from the TSD concerning the identical cost items.

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, the applicant certifies compliance with applicable federal laws, regulations, and executive orders prohibiting discrimination based on the Protected Characteristics in the provision of services.

The 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, the applicant and any subcontractors shall comply with requisite affirmative action requirements, including reporting, pursuant to 41 CFR, 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 (3) 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.

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, the 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.

- *TSD Policies and Requirements:* Recipients of grant funds from TSD 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](#).



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