
Comprehensive Highway Injury Reduction Program (CHIRP)

2025-2026

REQUEST *for* PROPOSAL

State of Indiana

Governor

Mike Braun

Indiana Criminal Justice Institute

Chief of Staff

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Indiana Criminal Justice Institute

Traffic Safety Director

James Bryan



2025-2026 Comprehensive Highway Injury Reduction Program (CHIRP)

REQUEST FOR PROPOSAL

The Indiana Criminal Justice Institute (ICJI) Traffic Safety Division (TSD) is seeking proposals for the Comprehensive Highway Injury Reduction Program (CHIRP). CHIRP provides federal funding to support traffic enforcement safety projects. CHIRP incorporates efforts to improve occupant restraint use, reduce speeding, enforce impaired driving laws, and support pedestrian safety. There are five grant projects under CHIRP: Click It to Live It (CITLI), Driving Under the Influence Task Force (DUITF), Stop Arm Violation Enforcement (SAVE), Motorcycle-High Visibility Awareness (MC-HVA), and Non-Motorist Safety (Ped-Bike). Applicants can apply for one or more of these 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 Monday, March 31, 2025

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.

For assistance with any other requirements of this solicitation, please contact: Marissa Coffin mcoffin@cji.in.gov; or your Regional Law Enforcement Liaison (LEL) with questions.

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PROGRAM DESCRIPTION

The Comprehensive Highway Injury Reduction Program (CHIRP) Grant provides funding to state agencies, units of tribal government, and units of local government to support traffic safety projects that are proven to reduce fatalities and severe injuries.

PRIORITY AREAS

Applications for funding should fall under one or more of the priority areas detailed in the following CHIRP projects:

- *Click it to Live it Project (CITLI)*: CITLI is a high visibility enforcement (HVE) project concentrated on preventing and reducing traffic injuries and/or fatal crashes resulting from individuals riding unrestrained or improperly restrained in motor vehicles.
- *Driving Under the Influence Task Force Project (DUITF)*: DUITF projects concentrate on preventing or reducing traffic injuries and/or fatal crashes resulting from individuals driving motor vehicles while under the influence of alcohol, drugs, or a combination of alcohol and drugs.
- *Stop Arm Violation Enforcement Project (SAVE)*: SAVE projects target areas where high rates of school bus stop arm violations occur to prevent future violations. These areas are identified by law enforcement agencies, school corporations, school resource officers, and school bus drivers. Participating agencies are encouraged to follow school bus routes to provide on the spot enforcement, focusing on stop arm violations, speeding, and reckless driving around school buses and in school zones when children are present.
- *Motorcycle-High Visibility Awareness Project (MC-HVA)*: MC-HVA projects concentrate on preventing or reducing traffic injuries and/or fatal crashes involving a motorcycle.
- *Non-Motorist Safety (Ped-Bike) Project*: Ped-Bike projects concentrate on preventing or reducing traffic injuries and/or fatal crashes affecting nonmotorized road users. For purposes of this section, a nonmotorized road user means a pedestrian; an individual using a nonmotorized mode of transportation, including a bicycle, a scooter, or a personal conveyance; and an individual using a low-speed or low-horsepower motorized vehicle, including an electric bicycle, electric scooter, electric personal assistive mobility device, personal transporter, or all-terrain vehicle.

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 fatality and crash trend on our roadways. The 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.
- Toxicology submissions data.
- Impaired driving enforcement as demonstrated by administered breath tests and lab specimens.
- Crash data for Indiana. <https://www.in.gov/cji/research/crash-statistics/>

ELIGIBILITY REQUIREMENTS

State agencies, units of local government, and units of tribal government are eligible to apply for CHIRP funding. A unit of local government is defined as: a city, county, town, township, or other political subdivision of a state; any law enforcement district or judicial enforcement district that is established under applicable state law and has authority to, in a manner independent of other state entities, establish a budget and impose taxes; and includes Indian tribes which perform law enforcement functions as determined by the Secretary of the Interior. Traffic Safety Partnerships (TSP) are also eligible to apply.

All CHIRP subrecipients must agree to:

- (1) Comply with all provisions of the grant agreement.
- (2) Comply with all award conditions set forth in the Special Conditions, Certifications, and Assurances.
- (3) Submit all reports in the prescribed format and timeframes as determined by the TSD.
- (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

- (1) This is a reimbursement grant.
- (2) For CITLI Enforcement Projects Only:
 - There are four mandatory NHTSA mobilization periods:
 - Drive Sober or Get Pulled Over
 - Distracted Driving

- Seat Belt Safety
- Drunk Driving, Drug-Impaired Driving
- Enforcement details are for overtime reimbursement only.
- The enforcement overtime rate for officers must be based on the agency's overtime policy.
- All officers working enforcement hours must be certified as Tier I or Tier II by the Indiana Law Enforcement Training Board.

(3) Subrecipients must conduct media releases prior to a scheduled mobilization using only the TSD approved language.

(4) Subrecipients must conduct community collaboration supporting traffic safety initiatives.

(5) Drug Recognition Expert (DRE) callouts may use CITLI or DUITF funds if the main applicant or its Traffic Safety Partnership (TSP) agencies employ a DRE.

(6) Law Enforcement Phlebotomist (LEP) callouts may use CITLI or DUITF funds if the main applicant or its TSP employ a LEP.

(7) Administrative costs cannot exceed 15% of the total funds requested.

(8) No equipment is allowable for FY 2026.

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.

MATCH REQUIREMENT

Matching or cost sharing means the portion of project costs not paid by federal funds. CHIRP has a 20% match.

Matching funds must:

- Be verifiable from the subrecipient's records;
- Not be included as contributions for any other federal award;
- Be necessary and reasonable for the accomplishment of the project or program objectives;
- Be allowable under 2 C.F.R. 200.306;
- Not be 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 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.

Match is restricted to the same use of funds as allowed for federal funds. If an 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.

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:

- Most recent audit for each participating agency
- Agency Participant Letter (see Appendix B below)
- Agency Overtime Policy

APPLICATION REVIEW

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

- The applicant's eligibility.
- The completeness of the grant application.
- Whether an application is within the purpose areas of the funding.
- Whether the applicant uses crash data relative to the scope of work.
- 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 and allocable.
- 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).
- 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

CHIRP funds shall be used for overtime enforcement hours and administrative overtime hours for the grant only.

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 subrecipient 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 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 programmatic and fiscal reports will be considered a material breach of the grant agreement. 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.

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

- Pre-enforcement media, as required for all mobilizations.
- Program Report Totals.
- Additional documentation as needed.

Fiscal Report Documentation: The following documentation must be included with each fiscal report submitted into the IntelliGrants system. If no performance was completed during the reporting period, the following items must still be included:

- The CHIRP Reimbursement Worksheet.
- Corresponding paystubs.
- Additional documentation as needed.

Final Report Requirements and Close Out.

- No fiscal claims for the award period will be accepted after **October 31, 2026**.
- Budget modifications are allowed only if approved by the TSD. Budget modifications are not

allowed after the third quarter.

Officer activity sheets and administrative logs must be completed by the officer performing any grant work. The electronic and physical files must be stored by the applicant agency in accordance with 2 CFR § 200.334. This documentation will not be uploaded to IntelliGrants. (All forms can be found at <https://www.in.gov/cji/traffic-safety/home/grants/>)

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:* 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 \$1,000,000.00:* A non-federal entity that expends less than \$1,000,000.00 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. 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. 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 auditee's compliance responsibility for contractors is to ensure that the procurement, receipt, and payment for goods and services comply with Federal statutes, regulations, and the terms and conditions of a Federal award. Federal award compliance requirements normally do not flow down to contractors. However, for procurement transactions in which the contractor is made responsible for meeting program requirements, the auditee must ensure those requirements are met, including by clearly stating the contractor's responsibilities within the contract and reviewing the contractor's records to determine compliance. Also, when these procurement transactions relate to a major program, the scope of the audit must include a determination of whether these transactions comply with Federal statutes, regulations, and the terms and conditions of a Federal award. See also [§ 200.318\(b\)](#).
8. *For-profit subrecipient:* This subpart does not apply to for-profit organizations. As necessary, the pass-through entity is responsible for establishing requirements to ensure compliance by for-profit subrecipients. The subaward with a 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 throughout the performance of the subaward, and post-award audits (see [§ 200.332](#)).

APPENDIX A: APPLICABLE LAWS AND MANDATORY REQUIREMENTS

I. 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 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.

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, 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 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 (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.

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, 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
 - except for de minimis and nonsystematic violations, it has not violated the terms of:
 - IC § 24-4.7 [Telephone Solicitation of Consumers];
 - IC § 24-5-12 [Telephone Solicitations]; or
 - 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,
 - 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](#).

APPENDIX B: AGENCY PARTICIPANT LETTER

PLEASE PUT THIS LETTER ON YOUR DEPARTMENT'S LETTERHEAD

Mr. James Bryan
Director, Traffic Safety Division Indiana Criminal Justice Institute
402 West Washington Street, Room W469
Indianapolis, Indiana 46204

(Date)

Dear Mr. Bryan,

The (name of law enforcement agency) with this letter expresses our intent to participate as an agency within the (name of Traffic Safety Partnership) for the FY 2026 grant year. (Name of law enforcement officer) is appointed to function as the agency coordinator for our agency and will have access to the Automated Reporting Information Exchange System (ARIES) and the Electronic Citation and Warning System (eCWS) for purposes of collecting data for this program, assuring toxicology results are updated on crash reports, and verifying officer activity for work reported on Officer Activity Sheets (OAS).

As the chief executive of this agency, I am aware of the following:

- Match will be reported as traffic safety personnel time and/or mileage. Furthermore, these funds are not being utilized for the benefit of any other federal award.
- Equipment provided to my agency through this award (Portable Breath Tests [PBTs], Radar/Lidar units, etc.) is provided for use through participation in this program and that equipment must be returned to the state should my agency elect not to continue in the ICJI-TSD Traffic Safety Programs following receipt of equipment.

Funding for traffic safety programs is provided through data-driven evaluation processes for occupant protection and impaired driving. The (name of law enforcement agency) agrees to permit the ICJI-TSD access to toxicology results for samples submitted to the Indiana State Department of Toxicology via the Laboratory Information Management Systems portal for purposes of traffic data analysis and traffic safety improvement.

SHERIFF/CHIEF NAME, TITLE

PHONE NUMBER



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

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