
STOP ARM VIOLATION ENFORCEMENT (SAVE) GRANT

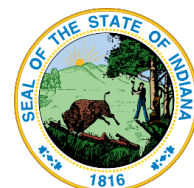
FY2023

REQUEST *for* PROPOSAL

State of Indiana
Governor
Eric J. Holcomb

Indiana Criminal Justice Institute
Executive Director
Devon McDonald

Indiana Criminal Justice Institute
Traffic Safety Assistant Director
Karrie Cashdollar



STOP ARM VIOLATION ENFORCEMENT (SAVE) GRANT FY2023

REQUEST FOR PROPOSAL

The Stop Arm Violation Enforcement Project has a specific objective to utilize High Visibility Enforcement (HVE) in areas reported through a collaborative partnership between school corporations, school resource officers, and school bus drivers to identify areas where school bus stop arm violations are occurring.

HOW TO APPLY



Applicants must be registered in [IntelliGrants](#) in order to access the electronic application. Google Chrome is the preferred browser.

[Register](#)

or

[Log in](#)

WHEN TO APPLY



Applications must be **initiated** in IntelliGrants by 11:59 a.m. (ET) by March 10, 2023.

Applications must be **submitted** via IntelliGrants by 11:59 a.m. (ET) by March 17, 2023.

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

AWARD PERIOD



Award Period: April 1, 2023 – August 31, 2023

TECHNICAL ASSISTANCE



For technical assistance with submitting an application, contact your grant manager or your law enforcement liaison.

Contact information for each liaison can be found [here](#).

IMPORTANT



Applicants are strongly encouraged to submit applications 72 hours prior to the deadline. Late or incomplete applications will not be accepted. ICJI is not responsible for technical issues with grant submission within 24 hours of grant deadline.

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STOP ARM VIOLATION ENFORCEMENT

I. INTRODUCTION

The Traffic Safety Division (TSD) is accepting applications for the Stop Arm Violation Enforcement (SAVE) grant. The National Association of State Directors of Pupil Transportation Services collaborates with Indiana's Department of Education to conduct a one-day survey recording instances of illegal passings of school buses. Results from the National School Bus Illegal Passing Survey reported by 6,665 school bus drivers in Indiana show that in a single day in 2022, over 2000 motorists illegally passed a stopped school bus. The SAVE Grant is intended to identify areas where these violations occur and prevent future violations through high visibility enforcement. 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. Enforcement activities for this project will be reported separately from all other traffic safety programs and will be evaluated to measure the program footprint, community impact, and future sustainment in subsequent Highway Safety Plans.

II. REQUIREMENTS AND ALLOWABLE ACTIVITIES

Funding for the SAVE Grant contains a mandatory operational period and two mobilization periods. Special considerations can be made to perform enforcement activities outside normal operational hours with supporting documentation. These considerations may include, but are not limited to, buses operating on early and late dismissal days, or other reasons that must be pre-approved by the law enforcement liaisons.

A. ELIGIBILITY

- All law enforcement agencies, including school law enforcement agencies, in the state of Indiana.
- Reimbursable expenses must occur within the grant period and must be allowable, reasonable, and supported by documentation.
- All law enforcement agencies and Traffic Safety Partnerships (TSPs) who conduct traffic safety initiatives supported by funding provided by the National Highway Traffic Safety Administration (NHTSA) and passed through the Indiana Criminal Justice Institute (ICJI) shall pay all law enforcement officers or personnel for work performed beyond their regular work period at an overtime reimbursement rate equivalent to the agency policy rate.

B. ENFORCEMENT HOURS

1. Operational Periods
 - Monday – Friday, during the hours of 6:00 a.m. to 10:00 a.m., and 2:00 p.m. to 6:00 p.m.
2. Mobilization Periods
 - Mobilization #1: Return from Spring Break (April 1, 2023-April 30, 2023)
 - Mobilization #2: Return to School (August 1, 2023-August 31, 2023)

- Project participants will be required to complete one media outreach item prior to each mobilization period and submit evidence thereof with their programmatic reporting.

C. ALLOWABLE ACTIVITIES/COSTS

1. Enforcement Activities

Allowable enforcement activities include, but are not limited to:

- Visible patrol enforcement on school bus routes to help prevent stop arm violations.
- Investigating stop arm violation complaints from video or submitted report forms.
- Enforcement to address communities or specific locations with higher instances of violations.
- Use of team patrols for ride along on buses as a spotter, or an unmarked spotter vehicle and an enforcement vehicle.
- Enforcement of crosswalks in school zones during drop off or dismissal.
- For an additional comprehensive approach for reducing SAVE violations, refer to Safe Routes to School Chapter 8 2.2: [Countermeasures That Work: A Highway Safety Countermeasure Guide for State Highway Safety Offices, 10th Edition, 2020 \(nhtsa.gov\)](#)

2. Administrative Activities

The following costs are limited to 10% of the total funds awarded.

- Administrative activities, including but not limited to completing grant paperwork, public information costs, and education costs.

D. INELIGIBLE COSTS

The TSD will not provide reimbursement to law enforcement agencies for any fringe benefit costs added to the officer's regular rate of pay. Fringe benefit costs can include, but are not limited to, employer costs related to FICA, health insurance, and pension contributions. All departments/TSPs will cover the costs of mileage. These items may be reported as match.

- No pre-payments will be allowed; this is a reimbursement grant.
- 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:
 - 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. Violations of this prohibition are now subject to civil fines of up to \$100,000 per violation.
 - Fundraising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions.

E. GENERAL REQUIREMENTS

Grantees must abide by all federal requirements, which include, but are not limited to, all applicable federal statutes, regulations, executive orders, National Highway Traffic Safety Administration (NHTSA) guidelines, Office of Management and Budget (OMB), and other federal requirements as referenced in the [NHTSA Resources Guide](#). In addition, when an agency or organization accepts federal highway safety funds, the agency is required to fully comply with all requirements in [2 CFR Part 200](#), State law, all ICJI policies, this RFP, the grant agreement, the TSD grants manual, and any periodic changes that may be made during the grant period. The project director will be notified in writing of any changes via mail and/or email.

Federal funds allocated to finance state and local government highway safety projects **are intended to supplement, not be a substitute for, ongoing state or local program expenditures**. Projects should be designed to eliminate a deficiency in an applicant agency's program or to expand an existing program.

All applicants must be current on all reports related to such funding. Delinquent reports may disqualify an Applicant Agency from consideration for funding through any grant program through TSD.

- Citations must be written during during TSD-funded traffic enforcement for the Stop-Arm Violation Enforcement Project.
- Funding shall be used for overtime traffic enforcement and education specific to each project's allowable activities. Funding cannot be used for budgeted pay.
- Training Requirements: The TSD requires that all officers must successfully complete the Indiana Law Enforcement Academy's Tier I or Tier II training requirements.
- Applicants must submit all reports in the prescribed format and time frames as determined by ICJI.
- Applicants may ***not*** utilize grant funding to complete an application for a future award.
- Grantees shall adhere to the plan described and approved in the application submitted for this program.
- Grantees shall complete fiscal and program reports utilizing the IntelliGrants system.
- Grantees shall provide enforcement data to TSD utilizing the Operation Pull Over (OPO) database.
- 23 U.S.C. Chapter 4—Highway Safety Act of 1966, as amended.
- Sec. 1906, Pub. L. 109-59, as amended by Sec. 4011, Pub. L. 114-94.
- 23 CFR part 1300—Uniform Procedures for State Highway Safety Grant Programs.
- 2 CFR part 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- 2 CFR part 1201—Department of Transportation, Uniform Administrative Requirements, Cost Principles,⁷ and Audit Requirements for Federal Awards.

- Agree to abide by all provisions of the grant agreement.
- Agree to abide by all Special Conditions detailed in ICJI Certified Assurances and Special Conditions.

F. MATCH REQUIREMENTS

Every federal dollar requires a documentable match of 20%, and the TSD reserves the right to determine appropriate hard match contributions. Funding for these projects is apportioned to States annually from the National Highway Traffic Safety Administration (NHTSA) according to a formula based on population and road miles.

- All SAVE applications must include the following matching funds:
 - Must be 20%
 - Mileage shall be reported as match at no more than the current approved state mileage rate.

G. AWARD INFORMATION

- SAVE Grant Opens: February 24, 2023
- Applications must be *initiated* by March 10, 2023
- Proposal Due: March 17, 2023
- Award Notification Beginning: March 24, 2023
- Grant Agreements Issued & Completed: April 2023
- SAVE Performance Period: April 1, 2023 – August 31, 2023
- Award Period: April 1, 2023- August 31, 2023
- All Reports and Financial Requests **MUST** be submitted by: September 30, 2023.

H. APPLICATION SELECTION PROCESS AND AWARD NOTIFICATION

ICJI staff will conduct an initial screening of the proposal to check for completeness of the application, as well as a risk assessment for all applicants. Funding awards will be determined based on several factors including: school district size, fleet size or number of buses in use, and the funding requested/spent over the last two years. Eligible applications will be recommended for funding and presented to the Traffic Safety Division Director and ICJI Executive Director for consideration. **Incomplete and/or late applications will not be considered for review.**

I. ADDITIONAL FUNDING SOURCES

It is the responsibility of each agency to notify the TSD, in writing, immediately when a funded proposal has been funded from another source. Failure to make this notification could result in supplanting which is a direct violation of federal rules and could adversely affect future funding opportunities.

III. GRANT PROPOSAL REQUIREMENTS & REPORTING

A. PROPOSAL INFORMATION

- Applicants seeking to apply must be registered in [IntelliGrants](#) (See Appendix A for instructions).
- Applications must be *initiated* in IntelliGrants on or before March 10, 2023.
- Applications must be submitted via IntelliGrants by March 17, 2023, at 11:59 a.m. Late or incomplete applications will not be accepted.
- The grantee should collaborate with their local jurisdiction's school corporations to develop the proposal.
- A sample template is attached with detailed grant application instructions. The templates are developed to assist applicants to meet SAVE requirements. TSD highly recommends using the "hints" to assist in the verbiage.
- Proposals should include a comprehensive approach for reducing SAVE violations using evidence-based programming that is substantiated by data. Proposals should also include education and awareness campaign information and enforcement measures. For additional information, see Safe Routes to School Chapter 8 2.2: [Countermeasures That Work: A Highway Safety Countermeasure Guide for State Highway Safety Offices, 10th Edition, 2020 \(nhtsa.gov\)](#).

B. REPORTING AND MONITORING

1. IntelliGrants Reporting: Grantees will provide both fiscal reports and program reports within IntelliGrants.
 - Reports must be initiated at least ten (10) days before being due.
 - Fiscal and program reports submitted for review will be either approved or returned for corrections. If returned for corrections, Grantees must correct and resubmit, to obtain approval, within fifteen (15) calendar days. At the conclusion of the fifteen (15) day period, an administrative decision to approve or deny payment will be made based on the documentation provided by grantee.
2. Program Report Documentation: The following documentation must be included with each program report submitted into the IntelliGrants system:
 - Pre-enforcement media, as required for all mobilizations.
 - A Program Totals report from the OPO Database.
3. 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 (located on the CJJ website <https://www.in.gov/cji/traffic-safety/information-for-law-enforcement/>)
 - Law Enforcement Liaisons (LEL) Concurrence Verification Form.

- Signed Chief/Sheriff Letter
- Personnel Detail report from the OPO Database.
- Administrative log (if administrative time is applicable).
- Signed Officer Activity Sheets.
- Corresponding paystubs.

Reports are required to be completed by each agency on the following schedule:

REPORTING DATES	OPENS	INITIATED	DUE
Report 1: April 1, 2023 - June 30, 2023	May 1, 2023	July 21, 2023	July 31, 2023
Report 2: July 1, 2023 - August 31, 2023	September 1, 2023	September 1, 2023	September 30, 2023

4. Final Report Requirements and close out.

- No fiscal claims for the award period will be accepted after September 30, 2023.
- Each agency will receive a close out report with total fiscal reporting.

5. Monitoring: All grant awards will be monitored by a program manager and/or LEL using a combination of desk reviews and site visits.

- A minimum of 10% of Officer Activity Sheets for each agency participating will be audited for each project for each reporting period.
 - Agencies not using an electronic citation/warning system will be audited for an additional 20%.
 - Agencies who do not utilize Officer Work Agreements (OWA) for all officers working projects will be audited at an additional 20%.
- The program manager will review all submitted reports for timeliness and accuracy. Delinquencies and report contents will be addressed as needed.

APPENDICES

APPENDIX A: SAVE APPLICATION INSTRUCTIONS

SAVE 2023 APPLICATION Template.

Applicants are encouraged to use the SAVE Application Template. Below you will see instructions on the template and how information provided is applicable to several application questions. **The grantee should collaborate with the jurisdiction’s school corporation(s) to develop the proposal.**

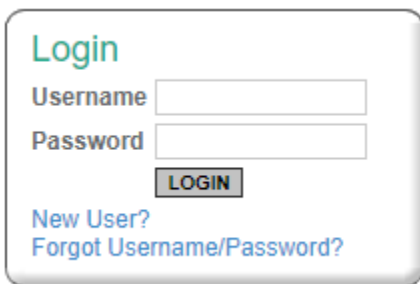
APPENDIX A: SAVE APPLICATION INSTRUCTIONS

S.A.V.E. 2023 APPLICATION Template. TSD strongly encourages all applicants to use the verbiage with specific locations and local data.

The directions to apply is listed in in the template to several of the questions in the application. The applicant should collaborate with the Law Enforcement Liaison to develop the proposal. In addition, the templates are developed to assist applicants to meet S.A.V.E. requirements.

Directions for IntelliGrants application:

- » Applicants seeking to apply must be register in IntelliGrants.
- » If currently not a user, start by clicking “New User.” Once approved, IntelliGrants will email the applicant.
- » Once you are able to login, Go to “Forms Menu” near the top of the page. There are several sections, and you must go into each individual form. For S.A.V.E. many of the forms are not applicable, and therefore, you will not enter any information but simply save and move onto the next page. The form sections are Application Forms (7), Budget Forms (9), Certification (1), and Required Attachments (1).



Login

Username

Password

[New User?](#)

[Forgot Username/Password?](#)

- » Applications must be **initiated** in IntelliGrants In your IntelliGrants application you will see “Forms Menu” near the top of the page. There are several sections, and you must go into each individual form.
- » All red asterisk fields MUST be filled in. If no answer, type N/A. All blank boxes must have "N/A"

2023 Stop Arm Violation Enforcement (SAVE)

Organization: Indiana Criminal Justice Institute

SAVE-2023-00002

Contact Information

Organization **Name of Applicant:** Indiana Criminal Justice Institute
Federal I.D.: 351288988 **UEI Number:** **County:** Marion County
Street Address: 101 W Washington St Suite 1170 E
City: Indianapolis **State:** Indiana **Zip:** 46204-3411

Program Location ✓ Same as above
County:
Street Address:
City: **State:** **Zip:**
Phone: **Fax:** **Email:**

Project Director **Name:** PUT IN AUTHORIZED SIGNATORE **Title:** Title
Street Address: address of authorized signatory..the one signing the grant
City: city **State:** Indiana **Zip:** 46000
Phone: (317) 111-2222 **Fax:** **Email:** any@email.gov

Fiscal Agent **Name of Organization:** The fiscal agency..different from the organization
Name: Fiscal Person **Title:** Controller
Street Address: Address
City: City **State:** Indiana **Zip:** 46000
Phone: (317) 111-0000 **Fax:** **Email:** fiscal@agency.gov

Contact **Name:** project contact **Title:** Captain
Street Address: address
City: city **State:** Indiana **Zip:** 46200
Phone: (317) 555-5555 **Fax:** **Email:** contact@agency.gov



AUTHORIZED SIGNATORIES: legal permission for an individual(s) to sign official documents for a separate legal entity. The person signing this Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Agreement.

NOTE: The Project Director and Fiscal Agent listed must be the AUTHORIZED SIGNATORIES for the grant agreements (contract) therefore the emails and names must be spelled correctly. If not, process for signing will be delayed if the correct names in the Supplier Contract Management (SCM) system are not correct.

The template is designed for applicants to use as an example.

Project Information

1. Project Title:

SAVE FY2023 Proposal

2. Project Summary:

Agency applying for the Stop Arm Violation Enforcement (S.A.V.E.) This Grant will promote a coordinated effort to improve compliance with school bus stop arms and pedestrian safety and enhance the safe transportation of children. The program is designed to encourage collaboration between law enforcement, school corporations, school resource officers (SRO) and school bus operators.

3. Amount of Funding Requested: \$3,300.00

4. SAM Expiration Date: 1/12/2024

5. DUNS Number: 196515977

6. Unique Entity ID (UEI): 10000000

7. Has your organization been audited? Yes No

8. Audit Report – Please upload your most recent audit report

9. Date of most recent audit: 1/2/2023

10. Any adverse audit findings? Yes No

11. Describe the adverse audit findings:

12. Corrective Action - Please upload the corrective action plan

Programmatic Information

1. Are you a new applicant or a continuing applicant? New Continuing

2. What county is your agency located? Shelby County

3. Is this grant being applied for by a Traffic Safety Partnership? Yes No

If YES, please list the individual agencies that will be participating in this grant project. Please list the agency coordinator and contact information for each participating agency.

Outcome Selections Based on County-Level Crash Data.

Please select 2%, 4%, or 6% improvements for each:

4. County will decrease the % of unrestrained vehicle occupants in crashes: 2% 4% 6%

5. County will decrease the % of unrestrained vehicle occupants killed in crashes: 2% 4% 6%

6. County will decrease the % of unrestrained vehicle occupants sustaining incapacitating injuries in crashes:
2% 4% 6%

7. County will decrease the % of unrestrained vehicle occupants sustaining non-incapacitating injuries in crashes:
2% 4% 6%

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.

Must address a problem that occurs in your area. EX: For two years, our school bus drivers report vehicles not stopping when the stop arm is extended.

Size of school: How many students ride the school bus? How many school buses in the fleet transporting students daily?

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 how the proposed program will assist in meeting community goals.

Use data to document severity of the problem. How bad is this problem.

3. How will the proposed program alleviate the stated problem?

Agency will follow school buses in the AM and PM to increase enforcement.

Goals, Objectives, & Outcomes

1. Provide the program's goal. The goal should be general, realistic, focused on what we will ultimately achieve, consistent with overall mission/purpose of agency.

Hint: The goal should directly address the problem identified in the Problem Statement.

Example: The Indiana Criminal Justice Institute (ICJI) will provide data driven evidence-based/best practice program funding to regions of Indiana with the most financial and programmatic disparities.

The School Bus Stop Arm Enforcement will decrease stop-arm violations by 50% while children are loading and unloading from a school bus.

2. Provide objectives that measure progress toward achieving the goal.

Hint: Objectives are the steps needed to achieve goals. Objectives should be concrete, action-oriented, measurable and Specific, Measurable, Achievable, Realistic, Timely (SMART).

Example: The ICJI will provide an increase of 30% of victim-related funding to areas possessing less than one shelter per 20 sq. miles.

List how you will achieve the goal. EX: Overtime enforcement will help to reduce violations and near misses when a driver dismisses the stop arm. The solution to this complex problem requires the involvement and cooperation of many groups (motorists, school bus drivers, law enforcement officers, prosecutors, and local judicial officials) to make sure the law is obeyed, violations are reported, and the law is enforced.

3. Provide at least 1 Outcome for EACH stated objective (outcomes quantitatively measure program impact).

Hint: Outcomes measure objectives and are criteria for how the program is deemed to be effective .

Example: During exit interviews/surveys, victims completing our program will report feeling safer and can list five new ways to keep safe.

A number of communities have taken on the challenge of reducing the incidence of stop-arm violations. The outcome is this grant is that parents and children report they feel safer and a reduction in number of stop arm violations.

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.

Reducing the incidence of illegal passing of stopped school buses.

2. Who? – Please specify and describe the target population(s), the parties responsible for implementing/administrating the proposed program, and any partners involved.

The solution to this complex problem requires the involvement and cooperation of many groups (motorists, school bus drivers, law enforcement officers, prosecutors, and local judicial officials) to make sure the law is obeyed, violations are reported, and the law is enforced.

3. Where? – Describe the location(s) where the program is to be administered as well as the geographical area served.

School community

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.

The school bus driver activates flashing yellow lights to indicate the school bus is preparing to stop to load or unload students. At this point, motorists should slow down and prepare to stop, then the school bus driver activates flashing red lights and extends the stop arm to indicate the school bus has stopped and students are getting on or off. At this point, motorists should stop, however, the act of illegally passing a stopped school bus with red lights flashing is commonly known as a "stop-arm violation."

5. When? – Provide a detailed monthly program timeline for the proposed award period.

Enforcement for the stop arm violation will occur during operational periods and during school bus routes.

6. How? – List all relevant resources, activities, and methodologies necessary for the implementation of the proposed program.

To successfully increase stop-arm compliance

Evidence Based/Best Practices

1. Is your program evidence-based?

✓ Yes

No

2. Identify the evidence-based program or best practice utilized for this program/project. (This should come from an outside source.)

NHTSA Countermeasures that works 10th edition chapter 8

3. Name the source (website, publication, etc) that identifies the selected model as evidence-based or a best practice.

https://www.nhtsa.gov/sites/nhtsa.gov/files/2022-06/15100_Countermeasures10th_080621_v5_tag_0.pdf

4. If your program is not evidence-based, why not?

Personnel

What type of personnel do you wish to enter?

- Salaried
- Hourly
- Law Enforcement Pool
- Pool
- Volunteer

SALARIED

<u>Position</u>	<u>Name</u>	<u>Fund Type</u>	<u>Employee Type</u>	<u>Annual Salary</u>	<u>Percentage</u> %	<u>Cost</u>
Personnel Total:						\$0

<u>Position</u>	<u>Name</u>	<u>Fund Type</u>	<u>Employee Type</u>	<u>Hourly Rate</u>	<u>No. of Hours</u>	<u>Percentage</u> %	<u>Cost</u>
Personnel Total:							\$0

<u>Name</u>	<u>Fund Type</u>	<u>Total Expenditure</u>	<u>Percentage</u>	<u>Cost</u>
Personnel	Grant	\$3,000.00	100%	\$3,000.00
Admin	Grant	\$300.00	100%	\$300.00
Personnel Total:				\$3,300.00

 use only these options

<u>Position</u>	<u>Name</u>	<u>Fund Type</u>	<u>Total Expenditure</u>	<u>Percentage</u> %	<u>Cost</u>
Personnel Total:					\$0

<u>Position</u>	<u>Name</u>	<u>Fund Type</u>	<u>Hourly Rate</u>	<u>No. of Hours</u>	<u>Percentage</u> %	<u>Cost</u>
Personnel Total:						\$0

2023 Stop Arm Violation Enforcement (SAVE)

Organization: Indiana Criminal Justice Institute

SAVE-2023-00002

Employee Benefits

<u>Name</u>	<u>Position</u>	<u>Employee Type</u>	<u>Fund Type</u>	<u>Benefit Type</u>	<u>Benefit %</u> %	<u>Cost of Benefit</u>	<u>Cost</u> \$0
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Equipment

<u>Equipment Item</u>	<u>Fund Type</u>	<u>No. of Units</u>	<u>Price Per Item</u>	<u>Percentage</u> %	<u>Cost</u>
Equipment - Total:					\$0

2023 Stop Arm Violation Enforcement (SAVE)

Organization: Indiana Criminal Justice Institute

SAVE-2023-00002

Travel

<u>No. of</u> <u>Travels</u>	<u>Purpose</u>	<u>Location</u>	<u>Travel Expense</u> <u>Fund</u> <u>Type</u>	<u>Quan. Per</u> <u>Traveler</u>	<u>Cost Per Day,</u> <u>Percentage</u> <u>Item, or Mile</u>	<u>Cost</u>
1	Program Travel	YOUR COUNTY	Mileage Match	1347	\$0.49 100%	\$633.00

Travel (Including Training) - Total: \$833.00

Example to calculate quantity per travel:
total request multiplied by 20% divided by .49

$$3300 * .20 / .49 = 1347$$

2023 Stop Arm Violation Enforcement (SAVE)

Organization: Indiana Criminal Justice Institute

SAVE-2023-00002

Consultants and Contractors

<u>Name</u>	<u>Service Provided</u>	<u>Fund Type</u>	<u>Hourly Rate</u>	<u>Number of Hours</u>	<u>Percentage</u>	<u>Cost</u>
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%

Consultant - Total:

\$0

<u>Name/Position</u>	<u>Service Provided</u>	<u>Fund Type</u>	<u>Compensation</u>	<u>Percentage</u>	<u>Cost</u>
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%

Contractors - Total:

\$0

Will there be travel expenses for the consultants and contractors?

Yes

Program Income

- 1. Will your program generate income? Yes No

- 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?

2023 Stop Arm Violation Enforcement (SAVE)

Organization: Indiana Criminal Justice Institute

SAVE-2023-00002

Budget Summary

TOTAL BUDGET BY CATEGORY

<u>Budget Category</u>	<u>Amount</u>
Personnel	\$3,300.00
Employee Benefits	\$0
Travel (Including Training)	\$66000
Equipment	\$0
Supplies & Operating Expenses	\$0
Consultants and Contractors	\$0
Total	\$3930.00

TOTAL BUDGET BY FUND SOURCE

<u>Fund Source</u>	<u>Amount</u>	<u>Percent</u>
Grant	\$3,300.00	79.85%
Match	\$660.00	18.5%
Total	\$3960.00	100.00%

must be 20% of the requested amount; not the total of project. Intelligrants will be approximately 18%

PROGRAM INCOME

Program Income

Approved Award Amount:

Program/Grant Manager:

Budget Narrative

When completing the Budget Narrative, ensure all expenses listed in the Budget Detail are described in this Budget Narrative.

The Budget Narrative should include all expenses that will be supported with GRANT AND MATCH funds, if match is required. Ensure your requested expenses are allowable by reading the Request for Proposal and any supporting documents. If expenses listed in the budget are not allowable, your grant award may be reduced. Any expense not detailed in the budget narrative may not be reimbursed.

If you are requesting an increase in funding to a prior award, please explain how the additional funds will enhance or expand the current program being funded.

Not requesting an increase

PERSONNEL

Describe the roles and responsibilities for each grant and/or match position or attach detailed job description(s) in the attachment section under miscellaneous. If you attach a job description, type "See Attached Job Descriptions".

NAME OF AGENCY will work overtime an estimate 50 hours to follow school buses at the Officer's overtime salary rate approximately \$60/hour. Administrative costs are 10% of total funds, for another \$300 expended for each project which will include completing reporting and paperwork responsibilities, and public information and education.

Describe how each position directly furthers the purpose of the program. How will the personnel requested facilitate meeting your stated program goals, objectives, and/or outcomes?

High visibility traffic enforcement for stop arm violation enforcement to reduce injury or death caused by those violating the stop arm laws.

For each grant and/or match position identified in the Budget Detail, state the percentage of time each position will spend on activities for this program.

Any money requested for reimbursement through the SAVE Grant Program, 100% of the time spent will be spent on grant activities. Also includes ADMIN time which will account for no more than 10% of the award amount. Officers will work their normal shift outside of grant activities, but once the grant project shift begins, all time spent will be spent on those activities.

Any deviation from program activity will be noted in the significant events box to include the start /stop time of the other activity. Any situation where an officer will be off grant activity past 30 minutes will be charged to departmental overtime and not grant funds.

If the position(s) will perform administrative duties, state the percentage of time it is anticipated that each position will spend on administrative duties for this program.

Administrative duties include completing programmatic documentation, reports and statistics; collecting and maintaining grant records; conducting surveys and needs assessments to improve services delivered and prorated share of audit costs.

The grant administration position will benefit the program by providing the monthly statistics on the activity that the officers patrolling produce. The administrator will total all monthly reports, and file these with the state as required. The administrator will also account for all funds that are distributed as part of this grant. PI&E: Public Information and Education activities will also be charged to ADMIN. The grant administrator will also maintain grant records and prepare them on a timely basis as directed by CJI.

Do any of these positions receive funding from other sources? Yes No

Budget Narrative

TRAVEL

If travel/conference expenses are requested, indicate what conference will be attended and explain how the attendance at the conference will further the purpose of the program.

Travel will be reported as match for the grant.

If program travel expenses are requested, explain how the travel furthers the purpose of the program.

N/A

INTERNAL CONTROLS

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?

Administrator/Coordinator is a separate position from the Grant Project Director which is different from Both Chief and Clerk-Treasurer which are also separate government agencies and elected officials .

- 1) Each agency is provided with a copy of the grant rules (appendix of the grant proposal application packet), to be provided to each officer.
- 2) Each officer signs and agreement acknowledging the grant requirements .
- 3) Each grant activity shift must be signed off by both the officer working the shift and a supervisor confirming that the activity was performed was grant focused, accurate, and truthful. Each officer will complete an officer activity sheet of each shift worked . The OAS will be accompanied by proof of work such as copies of citations (if paper), warnings (if paper), affidavits, and warrants.
- 4) Activities are recorded by the grant administrator that will maintain all records for a minimum of 5 years.
- 5) Funds will only be distributed, once an agency provides documentation of both the activity performed and also the documentation showing that the officer has been paid for the activity . The rate of pay and hours claimed are then checked against the pay stub, to ensure that the officer was paid the proper (2 times overtime amount. Discrepancies are resolved through the agency coordinator.

Fill in correct titles for coordinator and project director.

SAVE

APPENDIX B: APPLICABLE LAW AND MANDATORY REQUIREMENTS

I. GENERAL

This award is governed by 2 C.F.R. Part 200 and the 2022 DOJ Grants Financial Guide. All applicants must adhere to all provisions set forth in the 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 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 deobligation 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. The State shall not reimburse an Applicant for expenditures outside the grant period of performance.

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

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

II. CIVIL RIGHTS LAWS AND REQUIREMENTS

- » *Nondiscrimination*: The Contractor will comply with all Federal statutes and implementing regulations relating to nondiscrimination (“Federal Nondiscrimination Authorities”). These include but are not limited to:
 - *Title VI of the Civil Rights Act of 1964* (42 U.S.C. 2000d et seq. 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin) and 49 CFR part 21;
 - *The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970*, (42 U.S.C. 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
 - *Federal-Aid Highway Act of 1973*, (23 U.S.C. 324, et seq.), and *Title IX of the Education Amendments of 1972*, as amended (20 U.S.C. 1681-1683 and 1685-1686), (prohibits discrimination on the basis of sex);

- *Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. 794 et seq.), (prohibits discrimination on the basis of disability);*
- *The Age Discrimination Act of 1975, as amended, (42 U.S.C. 6101 et seq.), (prohibits discrimination on the basis of age);*
- *The Civil Rights Restoration Act of 1987, (Pub. L. 100-209), (broadens scope, coverage, and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal aid Contractors, sub-Contractors, and contractors, whether such programs or activities are Federally-funded or not);*
- *Titles II and III of the Americans with Disabilities Act (42 U.S.C. 12131-12189), (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and 49 CFR parts 37 and 38;*
- *Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations (prevents discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations); and*
- *Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency (guards against Title VI national origin discrimination/discrimination because of limited English proficiency (LEP) by ensuring that funding Contractors take reasonable steps to ensure that LEP persons have meaningful access to programs (70 FR at 74087 to 74100).*

During the performance of the contract/funding agreement, the recipient agrees to comply with all Federal nondiscrimination laws and regulations, as may be amended from time to time. The recipient agrees to not participate directly or indirectly in discrimination prohibited by any Federal non-discrimination law or regulation, as set forth in appendix B of 49 CFR part 21. The recipient agrees to permit access to its books, records, accounts, other sources of information, and its facilities as required by the State highway safety office, US DOT, or NHTSA. The recipient agrees that in the event a contractor/funding recipient fails to comply with any nondiscrimination provisions in this contract/funding agreement, the State highway safety agency will have the right to impose such contract/agreement sanctions as it or NHTSA determines are appropriate, including but not limited to withholding payments to the contractor/funding recipient under the contract/agreement until the contractor/funding recipient complies; and/or cancelling, terminating, or suspending a contract or funding agreement, in whole or in part; and e. To insert this clause, including paragraphs (a) through (e), in every subcontract and sub-agreement and in every solicitation for a subcontract or sub-agreement, that receives Federal funds under this program.

- » *The Drug-Free Workplace Act of 1988 (41 U.S.C. 8103):* The Grantee will provide a drug-free workplace by:
 - A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee’s workplace and specifying the actions that will be taken against employees for violation of such prohibition.
 - B. Establishing a drug-free awareness program to inform employees about:

- The dangers of drug abuse in the workplace.
 - The grantee’s policy of maintaining a drug-free workplace.
 - Any available drug counseling, rehabilitation, and employee assistance programs.
 - The penalties that may be imposed upon employees for drug violations occurring in the workplace.
 - Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (a).
- C. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
- Abide by the terms of the statement.
 - Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- D. Notifying the State within ten (10) days after receiving notice under subparagraph (c)(2) from an employee or otherwise receiving actual notice of such conviction.
- E. Taking one of the following actions, within thirty (30) days of receiving notice under subparagraph (c)(2), with respect to any employee who is so convicted—
- Taking appropriate personnel action against such an employee, up to and including termination.
 - Requiring such employee to participate satisfactorily 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.
- F. Making a good faith effort to continue to maintain a drug-free workplace through implementation of all the paragraphs above.
- » *Political Activity (Hatch Act):* The Grantee will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- » *Certification Regarding Federal Lobbying:* Certification for Contracts, Grants, Loans, and Cooperative Agreements. The Grantee certifies, to the best of their knowledge and belief, that:
- A. No Federal appointed funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence and officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- B. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned

shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

- C. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subgrantees shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

» *Certification Regarding Debarment and Suspension:* By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.

1. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
2. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
3. The terms *covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded*, as used in this clause, are defined in 2 CFR parts 180 and 1200. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
4. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
5. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion- Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180 and 1200.

6. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website www.sam.gov.
7. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
8. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

» **Certification Regarding Debarment. Suspension. Ineligibility and Voluntary Exclusion -Lower Tier Covered Transactions:**

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency.
 2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
- » *Buy America Act:* The Grantee will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using Federal funds. Buy America requires a State, or subgrantee, to purchase only steel, iron, and manufactured products produced in the United States with Federal funds, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactorily quality or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification to and approved by the Secretary of Transportation.
- » *Prohibition on using grant funds to check for helmet usage:* The Contractor will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

- » *Policy on seatbelt use:* In accordance with Executive Order 13043, Increasing Seat Belt Use in the United States, dated April 16, 1997, the Contractor is encouraged to adopt and enforce on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally-owned vehicles. The National Highway Traffic Safety Administration (NHTSA) is responsible for providing leadership and guidance in support of this Presidential initiative. For information on how to implement such a program, or statistics on the potential benefits and cost-savings to your company or organization, please visit the Buckle Up America section on NHTSA’s website at www.nhtsa.dot.gov. Additional resources are available from the Network of Employers for Traffic Safety (NETS), a public-private partnership headquartered in Washington D.C. metropolitan area and dedicated to improving the traffic safety practices of employers and employees. NETS is prepared to provide technical assistance, a simple, user-friendly program kit, and an award for achieving the President’s goal of 90 percent seat belt use. NETS can be contacted at 1(800) 221-0045 or visit its website at www.trafficsafety.org.
- » *Policy on banning text messaging while driving:* In accordance with Executive Order, 13513, Federal Leadership On Reducing Text Messaging While Driving and DOT Order 3902.10, Text Messaging While Driving, the Contractor is encouraged to adopt and enforce workplace safety policies to decrease crashes caused by distracted driving, including policies to ban text messaging while driving company-owned or – rented vehicles, Government-owned, leased or rented vehicles, or privately-owned when on official Government business or when performing any work on or behalf of the Government. States are also encouraged to conduct workplace safety initiatives in a manner commensurate with the size of the business, such as establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving, and education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

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 subgrantee 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 subgrantee 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 subgrantee shall ensure compliance with the disclosure requirements in IC § 4-2-6-10.5 prior to the execution of this grant. If the subgrantee is not familiar with these ethical requirements, the subgrantee should refer any questions to the Indiana State Ethics Commission or visit the Inspector General’s [website](#). If the subgrantee or its agents violate any applicable ethical standards, the state may, in its sole discretion, terminate this grant immediately upon notice to the subgrantee. In addition, the subgrantee may be subject to penalties under IC §§4-2-6, 4-2-7, 35-44.1-1-4, and under any other applicable laws.
- » *Restriction on state lobbying:* None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any state or local legislative body. Such activities include both direct and indirect (e.g., “grassroots”) lobbying activities, with one exception. This does not preclude a state official whose salary is supported with NHTSA funds from engaging in direct communication with State or

local legislative officials, in accordance with customary state practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

» *Telephone Solicitation of Consumers; Automatic Dialing Solicitations:* As required by Indiana Code §5-22-3-7:

(1) the Subgrantee and any principals of the Subgrantee 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 Subgrantee 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 Subgrantee and any principals of the Subgrantee certify that an affiliate or principal of the Subgrantee and any agent acting on behalf of the Subgrantee or on behalf of an affiliate or principal of the Subgrantee, 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.

» *Employment Eligibility Verification:* As required by IC §22-5-1.7, the subgrantee hereby swears or affirms under the penalties of perjury that:

A. The subgrantee has enrolled and is participating in the E-Verify program;

B. The subgrantee has provided documentation to the state that it has enrolled and is participating in the E-Verify program;

C. The subgrantee does not knowingly employ an unauthorized alien; and the subgrantee shall require its contractors who perform work under this grant agreement to certify to subgrantee 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 subgrantee 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 subgrantee 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](#).



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