



Domestic Violence Prevention and Treatment (DVPT) Fund

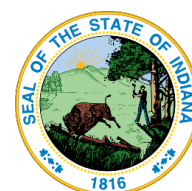
2025-2027

REQUEST *for* PROPOSAL

State of Indiana
Governor
Eric J. Holcomb

Indiana Criminal Justice Institute
Executive Director
Devon McDonald

Indiana Criminal Justice Institute
Victim Services Director
Kim Lambert



Domestic Violence Prevention and Treatment 2025-2027

REQUEST FOR PROPOSAL

The Indiana Criminal Justice Institute (ICJI) is now accepting applications for the 2025-2027 Domestic Violence Prevention and Treatment (DVPT) Fund. This opportunity is being released through the IntelliGrants System and all applications must be submitted online through this system. Late or incomplete applications will not be accepted.

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 February 6th, 2025

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

AWARD PERIOD



July 1, 2025 – June 30, 2027

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 on state holidays.

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

IMPORTANT



This grant is governed by the 2025-2026 state budget, which is up for consideration in 2025. Therefore, all awards are subject to change and may be modified, reduced, or discontinued depending on the funding allocated during the upcoming legislative session.

TABLE OF CONTENTS

OVERVIEW.....	4
PROGRAM SCOPE.....	4
ELIGIBILITY	4
ELIGIBLE ENTITIES	4
FUNDING AVAILABILITY.....	5
APPLICATION SUBMISSION	5
AWARD PERIOD.....	6
PRIORITY AREAS	6
ALLOWABLE ACTIVITIES	6
ALLOWABLE COSTS	7
UNALLOWABLE COSTS	9
ADMINISTRATIVE COSTS	9
TRAVEL COSTS.....	9
CONTRACTORS & CONSULTANTS.....	10
PROGRAM COSTS.....	10
ATTACHMENTS REQUIRED WITH APPLICATION.....	10
APPLICATION REVIEW	11
MONITORING	12
AUDIT REQUIREMENTS	12
APPENDIX: APPLICABLE LAWS AND MANDATORY REQUIREMENTS.....	14

OVERVIEW

The Domestic Violence Prevention and Treatment (DVPT) grant fund is established in Indiana Code and may be used in the following ways: (1) to establish and maintain domestic violence prevention and treatment centers, (2) to develop and establish training programs for professional, paraprofessional, or volunteer personnel who are engaged in areas related to the problems of domestic violence, and (3) to develop and implement the means for prevention and treatment of domestic violence.

PROGRAM SCOPE

Activities supported by this program are determined by statute (Indiana Code 5-2-6.7 *et seq.*) and Indiana Criminal Justice Institute (ICJI) policies and procedures. If an applicant receives an award, the funded project is bound by the provisions of this solicitation and any other applicable laws, rules, policies, and regulations. All grants from ICJI Victim Services are reimbursement grants. Verification of expenses along with verification of payment of expenses must be provided to ICJI on a monthly or quarterly basis prior to reimbursement of expenses.

ELIGIBILITY

Public social service entities, nonprofit organizations, and nongovernmental organizations who provide services to victims of domestic violence may apply for funding. An entity may apply, but will not be eligible for a grant until the entity has prequalified through a series of threshold requirements including:

1. *Unique Entity ID (UEI)*: A UEI is issued through the System for Award Management (SAM). The UEI is entered in the *Project Information* section of the grant application. For more information and/or to obtain a UEI, please visit the following [website](#).
1. *System for Award Management (SAM) Registration*: To enable ICJI to report subawards in a timely manner, subrecipients are also required to register with System for Award Management (SAM). SAM is a federally owned and operated free website, and it will be used to populate the information needed to report subaward information. In order to register, you must have a UEI number. Registration can be done by clicking [here](#).
2. Review of the entity's good standing with Indiana Department of Revenue (DOR), Indiana Department of Workforce Development (DWD), and Secretary of State (SOS).

ELIGIBLE ENTITIES

An entity is eligible to receive funding if it furnishes, agrees to furnish, or arranges with a third party to furnish all the following services:

1. Emergency shelter provided either at the agency's facility or by arrangement at temporary residential facilities available in the community, that are available to a person who fears domestic or family violence.
2. A twenty-four (24) hour telephone system to provide crisis assistance to a person threatened by domestic or family violence.
3. Emergency transportation services, if necessary, to aid victims of domestic or family violence.
4. Information, referral, and victim advocacy services in the areas of health care assistance, social and mental health services, family counseling, job training and employment opportunities, legal assistance, and counseling for dependent children.

FUNDING AVAILABILITY

Awards provided by this this solicitation are for a twenty-four (24) month period of funding. This program is funded by the Indiana General Assembly through the state's biennial budget.

The submitted budget will need to reflect Year 1 and Year 2 of funding on every expense. Funds designated under Year 1 must be spent in Year 1 and will not be available in Year 2. The same is true of Year 2. Funds designated under Year 2 will not be available in Year 1. During any Project Modification Request, funds will not be able to be moved between years.

APPLICATION SUBMISSION

Completed applications and all required documentation shall be submitted through IntelliGrants no later than 11:59 pm (ET) on **February 6th, 2025**.

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. Instructions can be found on the ICJI [website](#).

It is recommended that subgrantees review IntelliGrants training materials before logging in for the first time. The Training Webinar and Subgrantee User Manual are available on the ICJI website and on the training tab in IntelliGrants. ICJI is not responsible for applicants who fail to submit a timely application due to technical difficulties that occur within 48 hours of the deadline.

The submitted application budget will need to reflect Year 1 and Year 2 of funding on every expense. Funds designated under Year 1 must be spent in Year 1 and will not be available in Year 2. The same is true of Year 2. Funds designated under Year 2 will not be available in Year 1. During any Project Modification Request, funds will not be able to be moved between years.

AWARD PERIOD

The award period for this grant shall be July 1, 2025 – June 30, 2027. Projects should begin on July 1, 2025, and must be in operation no later than sixty (60) days after this date. Failure to have the funded project operational within sixty (60) days from July 1, 2025, may result in termination of the grant and the de-obligation of all awarded funds.

All projects must conclude, and all funding obligations must be made no later than June 30, 2027. All outstanding expenses must be paid, and the final fiscal report must be submitted via IntelliGrants within thirty (30) days of June 30, 2027. Proof of payment for all expenses must be provided with the final fiscal report. Any expenses that have not been paid within thirty (30) days after June 30, 2027, will not be reimbursed. Late fiscal and programmatic reports will not be accepted.

PRIORITY AREAS

The state will give special emphasis to the support of community-based projects of demonstrated effectiveness that are carried out by nonprofit private organizations and that have as their primary purpose the operation of shelters for victims of family violence, domestic violence, and dating violence, and their dependents; or provide counseling, advocacy, and self-help services to victims of family violence, domestic violence, and dating violence, and their dependents. In addition to prioritizing funding for the personnel costs to provide these services, two other supports will be prioritized:

- *Mobile Advocacy* involves providing services to clients in locations that they identify as safe within their communities rather than expecting that they should start services in shelters. Since mobile advocacy prioritizes understanding the specific needs of the survivor, it can include many different types of services such as community-based advocacy, housing support, and flex funding.
- *Flex Funding* are funds that service agencies can provide to survivors to allow them to secure basic needs essential for keeping themselves and their children safe, such as initial housing costs (deposits and first month's rent), utility payments, relocation expenses, transportation costs, debt related to the abuse, nutrition assistance, and costs related to safety/security.

ALLOWABLE ACTIVITIES

Allowable activities and costs are those that support the operations and services delivered to victims of domestic violence, family violence and dating violence statewide. These activities include:

- Supporting the operations and service delivery of residential and nonresidential domestic violence programs statewide. These activities include:
 - Providing emergency shelter. Shelter may be provided either at a residential facility or by arrangement at temporary residential facilities available in the community.
 - Providing 24-hour crisis intervention, information and referral, support, and advocacy.
 - Providing emergency transportation services.

- Providing information, referral, and victim services in the areas of housing, health care advocacy, social and mental health services, family counseling, job training and employment opportunities, and legal assistance and counseling for dependents.
- Retaining and/or expanding agency staffing to support program activities.
- Expanding basic domestic violence services to underserved and unserved communities. Basic services may be provided by shelters, satellite offices operated by an existing program, and/or non-residential service providers who provide advocacy services.
- Developing and establishing a primary prevention initiative that addresses risk and protective factors related to domestic violence.
 - Primary prevention initiatives are defined as systematic processes that promote safe and healthy environments and behaviors. Primary prevention strategies seek to prevent first-time perpetration or victimization, (i.e., teen dating violence, healthy relationships).
- Developing and establishing training programs for professionals, paraprofessionals, or volunteers who are engaged in the areas related to the prevention or intervention of domestic violence. Training includes training others in the community as well as staff and volunteer training.
- Developing a coordinated effort to address the system response to domestic violence. A system response can include:
 - Collaboration with local or statewide agencies and organizations that interface with survivors.
 - Providing technical assistance to agencies that work with survivors.
 - Participating or collaborating with a local task force, commission, or advisory council to address domestic violence.
- Increasing organizational capacity through meeting data collection and technology needs.
- Providing or coordinating language access services for victims/survivors of domestic violence. Language access allows for people with limited English proficiency to use and benefit from a wide range of services. Any organization that receives funding is required to provide language access to its services. Types of language access services include in-person (face-to-face) interpreting, remote (telephone and video) interpreting, and document translation.

ALLOWABLE COSTS

Personnel, employee benefits, and cost of supplies, equipment, and travel to perform the following activities are allowable costs for providing services to victims of domestic violence, family violence and dating violence.

Overtime or on-call time for grant funded staff is an allowable cost, but to claim the different rate of pay, there must be a separate line item in the budget that includes the rate of pay for that time.

- *Prevention* services such as outreach, training and education in parenting, employment training, educational services, promotion of good nutrition, disease prevention, and substance abuse prevention.
- *Counseling* with respect to family violence, counseling or other supportive services provided by peers, either individually or in groups, and referral to community social services.
- *Safety plan* development and supporting the efforts of victims to make decisions related to their ongoing safety and well-being.
- *Culturally and linguistically* appropriate services such as interpreters and/or having documents translated into other languages.
- *Technical assistance* with respect to assisting victims with obtaining financial assistance under Federal and State programs.
- *Housing advocacy* to assist in locating and securing safe and affordable permanent housing and homeless prevention services.
- *Medical advocacy* including referrals for healthcare services (including mental health and alcohol and drug abuse treatment) but shall not include reimbursement for any healthcare services.
- *Legal advocacy* to provide victims with information and assistance through the civil and criminal courts, and legal assistance.
- *Children's counseling* and support services, and childcare services for children who are victims of family violence or the dependents of such victims, and children who witness domestic violence.

The following are other expenses that are allowable for reimbursement when providing services to victims of domestic violence:

- *Operating expenses* (rent, utilities, etc.) of victim service facilities at a prorated amount.
- *Supplies* for facilities including office supplies, cleaning supplies, and victim supplies (clothing, toiletries, etc.).
- *Emergency flexible funding* to support survivors' immediate financial needs.
 - Emergency financial assistance is defined as financial assistance that assists survivors with re/establishing their lives free of domestic violence.
 - Assistance may include, but is not limited to, rental assistance, utility deposits, or transportation costs.
 - Funds may not be used as a direct payment to any victim; thus, the domestic violence program would have to pay the cost directly to a third-party vendor. Subrecipients should have an

established policy in place to make these funds available to all program participants; to ensure these funds meet a reasonable, basic need.

- A victim financial assistance request form must be submitted with all requests for reimbursement. An example of a financial assistance request can be found on the [ICJI website](#).

UNALLOWABLE COSTS

The following budget items listed below are ineligible and will not be supported by this program's funding:

- Direct financial assistance to a client such as cash or gift cards.
- Food and beverages except emergency food and beverage for victims.
- Lobbying.
- Fundraising (including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions) and time spent procuring funding including completing federal and state funding applications.
- Purchase of real estate.
- Construction and physical modification to buildings, including minor renovations (such as painting or carpeting).
- Purchase of vehicles.
- Indirect cost rate and/or de minimis rate.

ADMINISTRATIVE COSTS

Administrative costs are an allowable expense but are limited to 10% of the total grant funded budget. Administrative costs include time to complete DVPT-required time and attendance sheets and programmatic documentation, reports, and required statistics; and administrative time to collect and maintain satisfaction surveys and needs assessments used to improve services delivery within the DVPT funded project.

TRAVEL COSTS

Expenses and reimbursements for in-state and out-of-state travel must follow the most current Indiana Department of Administration [State Travel Policy](#) or the subgrantee's travel policy, whichever is more restrictive. [Learn more.](#)

CONTRACTORS & CONSULTANTS

A consultant evaluates an organization's needs and provides professional advice and a contractor provides goods or performs services. When a subrecipient contracts for work or services, the following is required:

1. All contractual services must be obtained through a procurement method. Verification of this method must be supplied upon completion of contract.
2. All consultant and contractual services shall be supported by written contracts signed by all parties stating the services to be performed, rate of compensation, and length of time over which the services will be provided.
3. A copy of all written contracts for contractual or consultant services shall be attached in IntelliGrants to the grant file upon their ratification.
4. Payments shall be supported by statements outlining the services rendered, date of service, and cost of service.
5. Any consultant costs exceeding the allowable rate (maximum of \$81.25 per hour or \$650 per day) will not be allowed.

PROGRAM COSTS

In order to be eligible for reimbursement, program costs must meet the following criteria:

1. Costs must be necessary and reasonable for the stated purpose of the grant.
2. Costs must be in accordance with generally accepted accounting principles. [Learn more.](#)
3. Costs must be consistent with policies and procedures of the DVPT grant program and applied uniformly.
4. Costs must be adequately documented with supporting materials including receipts, invoices, timesheets, paystubs, etc. ICJI supporting documentation policy can be found [here](#).

ATTACHMENTS REQUIRED WITH APPLICATION

- » *Total Agency Budget:* If the applicant agency is a nonprofit organization or nongovernmental entity, please complete and upload a "Subgrantee Basic Budget (nonprofit Applicant budget form)". Be sure to complete both the Organizational tab and the Employee tab. The form can be found on the ICJI website [here](#). *This does not apply to units of government.*
- » *Indirect Cost Rate and/or de minimis rate is an unallowable expense on DVPT.*

- » *Sustainability Plan*: Please attach a document detailing the applicant’s plan to maintain the program once the grant fund period expires.
- » *Timeline*: Please attach a timeline for the completion of the project and/or expenditure of the grant funds.
- » *Letters of Endorsement*: Please attach at least one letter of endorsement evidencing community support for the applicant’s DVPT program.
- » *Miscellaneous*
 - If applying for funds for personnel costs, attach the relevant job descriptions.
 - If applicable, attach other requested information.

APPLICATION REVIEW

ICJI will review and score all grant applications as part of the competitive application process, and will assess the following criteria:

- The completeness of the grant application;
- Whether the grant application is within the purpose areas of the funding;
- The applicant’s eligibility;
- Whether the grant application, the applicant, and the project are in compliance with all federal and state laws, regulations, and rules;
- Whether the proposed expenditures set forth in the project budget are allowable 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 Secretary of State (SOS).
- Any and all risk associated with granting funds to the applicant;
- Whether the applicant is debarred or suspended by any federal or state department or agency; and
- Whether the applicant maintains a current registration in SAM and has an active UEI number.

MONITORING

All grant awards will be monitored by an ICJI Grant Manager and/or ICJI Compliance Monitoring team using a combination of desk reviews and site visits. Additionally, the Grant Manager will review all submitted reports for timeliness and accuracy. Delinquencies and report contents will be addressed as needed by ICJI staff. Late and repeated incorrect reports could disqualify subrecipients from future funding.

AUDIT REQUIREMENTS

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

1. *Audit required:* A non-federal entity that expends \$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) 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:* A non-federal entity that expends less than \$1,000,000 during the non-federal entity's fiscal year in federal awards is exempt from federal audit requirements for that year, except as noted in § 200.503 Relation to other audit requirements, but records must be available for review or audit by appropriate officials of the federal agency, pass-through entity, and Government Accountability Office (GAO).
5. *Federally Funded Research and Development Centers (FFRDC):* Management of an entity that owns or operates a FFRDC may elect to treat the FFRDC as a separate entity for purposes of this part.
6. *Subrecipients and Contractors:* An entity may simultaneously be a recipient, a subrecipient, and a contractor. Federal awards expended as a recipient or a subrecipient are subject to audit under this part. The payments received for goods or services provided as a contractor are not federal awards. Section § 200.330 Subrecipient and contractor determinations sets forth the considerations in determining whether payments constitute a federal award or a payment for goods or services provided as a contractor.

7. *Compliance responsibility for contractors:* In most cases, the entity's compliance responsibility for contractors is only to ensure that the procurement, receipt, and payment for goods and services comply with federal statutes, regulations, and the terms and conditions of federal awards. Federal award compliance requirements normally do not pass through to contractors. However, the entity is responsible for ensuring compliance for procurement transactions, which are structured such that the contractor is responsible for program compliance or the contractor's records must be reviewed to determine program compliance. Also, when these procurement transactions relate to a major program, the scope of the audit must include determining whether these transactions are in compliance with federal statutes, regulations, and the terms and conditions of federal awards.

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

APPENDIX: APPLICABLE LAWS AND MANDATORY REQUIREMENTS

I. GENERAL

This award is governed by ICJI policies and directives. All applicants must adhere to all provisions set forth in state statutes, regulations, and rules. Failure to abide by the state mandates may, at the discretion of the State, be considered to be a material breach. The consequences of a material breach include, but are not limited to, to:

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

Furthermore, the State shall not reimburse an applicant for expenditures outside the grant period of performance.

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 funds from different funding sources for one or more of the identical cost items, in whole or in part. If this scenario presents itself, the applicant must contact the ICJI program manager in writing and refrain from the expenditure, obligation, or draw down of any funds awarded from ICJI concerning the identical cost items.

II. 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 owe no outstanding reports to the Indiana Secretary of State.
- *Telephone Solicitation of Consumers; Automatic Dialing Solicitations:* As required by Indiana Code § 5-22-3-7:

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

(2) The Applicant and any principals of the Applicant certify that an affiliate or principal of the Applicant and any agent acting on behalf of the Applicant or on behalf of an affiliate or principal of the Applicant, except for de minimis and nonsystematic violations,
(A) has not violated the terms of IC § 24-4.7 in the previous three hundred sixty-five (365) days, even if IC § 24-4.7 is preempted by federal law; and
(B) will not violate the terms of IC § 24-4.7 for the duration of the grant agreement even if IC § 24-4.7 is preempted by federal law.

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

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

- A. Publishing and providing to all of its employees a statement notifying them that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violations of such prohibition; and
- B. Establishing a drug-free awareness program to inform its employees of (1) the dangers of drug abuse in the workplace; (2) the applicant's policy of maintaining a drug-free workplace; (3) any available drug counseling, rehabilitation, and employee assistance programs; and (4) the penalties that may be imposed upon an employee for drug abuse violations occurring in the workplace; and
- C. Notifying all employees in the statement required by subparagraph (A) above that as a condition of continued employment the employee will (1) abide by the terms of the statement; and (2) notify the applicant of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction; and

- D. Notifying in writing the State within ten (10) days after receiving notice from an employee under subdivision (C)(2) above, or otherwise receiving actual notice of such conviction; and
 - E. Within thirty (30) days after receiving notice under subdivision (C)(2) above of a conviction, imposing the following sanctions or remedial measures on any employee who is convicted of drug abuse violations occurring in the workplace: (1) take appropriate personnel action against the employee, up to and including termination; or (2) require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency; and
 - F. Making a good faith effort to maintain a drug-free workplace through the implementation of subparagraphs (A) through (E) above.
- *Employment Eligibility Verification:* As required by IC § 22-5-1.7, the applicant hereby swears or affirms under the penalties of perjury that:
 - A. The applicant has enrolled and is participating in the E-Verify program;
 - B. The applicant has provided documentation to the State that it has enrolled and is participating in the E-Verify program;
 - C. The applicant does not knowingly employ an unauthorized alien; and the applicant shall require its contractors who perform work under this grant agreement to certify to applicant that the contractor does not knowingly employ or contract with an unauthorized alien and that the contractor has enrolled and is participating in the E-Verify program. The applicant shall maintain this certification throughout the duration of the term of a contract with a contractor.
 - D. The State may terminate for default if the applicant fails to cure a breach of this provision no later than thirty (30) days after being notified by the State.
 - *ICJI Policies and Requirements:* Recipients of grant funds from ICJI are required to adhere to all ICJI policies, procedures, and guidelines concerning the receipt and use of grant funds from both federal and state funding sources, including those directives, policies, and guidelines found on ICJI's [website](#).



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

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