

Idaho State Police  
Planning, Grants, & Research

U.S. Department of Justice  
Bureau of Justice Assistance

**2021 Residential Substance Abuse Treatment (RSAT) for  
State Prisoners Program  
Request for Proposals (RFP)**  
Assistance Listing Number: 16.593

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**Solicitation Release Date: 12/14/21**

**Submission Deadline:**  
**January 14, 2022 by 5:00 p.m. MDT (Mountain Daylight Time)**

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## Residential Substance Abuse Treatment (RSAT)

The Residential Substance Abuse Treatment (RSAT) for State Prisoners Program (42 U.S.C. § 3796ff *et. seq.*) assists states, local governments and federally recognized Indian Tribal governments to develop and implement residential substance abuse treatment programs in state, local and tribal correctional and detention facilities and to create and maintain community-based aftercare services for offenders.

### Statutory Authority

34 U.S.C. § 10421 *et. Seq*

### Deadline

**Applications are due January 14, 2022, no later than 5:00 p.m. Mountain Daylight Time (MDT).**

Applicants must have an account on the Idaho State Police (ISP) Planning, Grants, and Research (PGR) Grants Management System (GMS) in order to complete an application. Electronic submission via GMS is required.

Each applicant must be able to certify, via an electronic acceptance, that they are the signing authority, or have been delegated or designated formally by the chief executive officer of the applicant agency in order to submit an application

### Contact Information

For questions or comments regarding the Request for Proposal (RFP) or application process, please contact PGR at (208) 884-7040 or email [pgr@isp.idaho.gov](mailto:pgr@isp.idaho.gov). The program manager, Misty Kifer may also be contacted at (208) 884-7054 or by email at [misty.kifer@isp.idaho.gov](mailto:misty.kifer@isp.idaho.gov).

Instructions for completing the application online can be found on PGR's website at <https://isp.idaho.gov/pgr/rsat/>.

**Note:** These are general instructions and apply to **all** new applications awarded through PGR; therefore some sections may not be applicable. All required components will be outlined in this RFP.

### Eligibility

To apply for the 2021 Residential Substance Abuse Treatment (RSAT) grant, applicants must be either a state agency, a unit of local government (city or county), or federally recognized Indian tribal governments that perform law enforcement functions.

All subrecipients (including any for-profit organization) must forgo any profit or management fee. The application must demonstrate that a minimum of 25 percent of the total costs of each project under an award will be funded with non-federal funds. The federal share of an RSAT award may not exceed 75 percent of the total costs of the projects described in the application. 34 U.S.C. 10424.

Applications to support programs in rural and tribal areas will be given priority consideration.

To be eligible for funding, applicants must coordinate the design and implementation of treatment programs with the state alcohol and drug abuse agency (and, if appropriate, between representatives of local correctional agencies and representatives of either the state alcohol and drug abuse agency or any appropriate local alcohol and drug abuse agency).

To advance Executive Order 13929 Safe Policing for Safe Communities, the Attorney General determined that all state, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process to be eligible for FY 2021 DOJ discretionary grant funding. To become certified, the law enforcement agency must meet two mandatory conditions: (1) the agency's use of force policies adhere to all applicable federal, state, and local laws; and (2) the agency's use of force policies prohibit chokeholds except in situations where use of deadly force is allowed by law. The certification requirement also applies to law enforcement agencies receiving DOJ discretionary grant funding through a subaward. For detailed information on this new certification requirement, please visit <https://cops.usdoj.gov/SafePolicingEO> to access the Standards for Certification on Safe Policing for Safe Communities, Implementation Fact Sheet, and List of Designated Independent Credentialing Bodies.

**All applicants must obtain a [Data Universal Number System \(DUNS\)](#) number from Dun and Bradstreet and register in the System for Award Management (SAM) prior to submitting the RSAT application.**

The Office of Management and Budget (OMB) requires that all applicants (other than individuals) for Federal funds include a DUNS number in their application for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. Obtaining a DUNS number is a free, one-time activity. Apply on-line for a DUNS number at <http://www.dnb.com>. A DUNS number is usually received within 1 – 2 business days.

Applicants must register with SAM (formerly known as CCR), a repository for standard information about federal financial assistance applicants, recipients, and subrecipients. The Office of Justice Programs (OJP) requires all applicants (other than individuals) for federal assistance maintain current registrations in the SAM database. Applicants must update or renew their SAM registration annually to maintain an active status. Information about SAM registration procedures can be accessed at [www.sam.gov](http://www.sam.gov).

## **Availability of Funds**

**A total of \$347,879** (\$82,589 FY2020, \$265,290 FY2021) is available for new RSAT projects. There is no minimum or maximum application amount. Applicants should request adequate funding to implement the proposed project for one year. The project year will run from January 1, 2022 to December 31, 2022.

At least 10 percent of the total state allocation will be made available to local correctional and detention facilities—provided such facilities exist—for either residential substance abuse treatment programs or jail-based substance abuse treatment programs that meet program requirements. Assistance to jail-based substance abuse treatment programs shall support those programs that are effective, science-based, and established by local correctional facilities.

## **RSAT Program Information**

RSAT assists states, local, and tribal governments to develop and implement residential substance abuse treatment programs in state, local, and tribal correctional and detention facilities and to create and maintain community-based aftercare services for offenders. The program encourages the establishment and maintenance of drug-free prisons and jails and developing and implementing specialized residential substance abuse treatment programs that identify and provide appropriate treatment to inmates with co-occurring mental health and substance abuse disorders or challenge.

The goal of the RSAT Program is to break the cycle of drug addiction and violence by reducing the demand for, use, and trafficking of illegal drugs. RSAT enhances the capability of states and units of local and tribal government to provide residential substance abuse treatment for incarcerated inmates; prepares individuals for their reintegration into the communities and assist individuals and communities through the reentry process by delivering community-based treatment and other broad-based aftercare services.

## **RSAT Program Requirements**

RSAT funds may be used to implement and/or supplement three types of programs: residential, jail-based, and aftercare. Applications to support programs in rural and tribal areas will be given priority consideration.

The RSAT Program requirements to support and implement a residential program, which engages inmates for a period of between 6 and 12 months, and a jail-based program, which engages inmates for at least 3 months, are to:

- Require urinalysis and/or other proven reliable forms of drug and alcohol testing for program participants, including both periodic and random testing, and for former participants while they remain in the custody of the state or local government.
- Provide residential treatment facilities set apart—in a separate facility or dedicated housing unit in a facility exclusively for use by RSAT participants—from the general correctional population.
- Ensure that individuals who participate in the BJA-funded substance abuse treatment program will be provided with aftercare services when they leave incarceration. These services must involve coordination between the correctional treatment program and other social service and rehabilitation programs such as education and job training, parole supervision, halfway house, self-help, and peer group programs that may aid in the rehabilitation of individuals in the substance abuse treatment program.
- Coordinate with the federal assistance for substance abuse treatment and aftercare services currently provided by the Department of Health and Human Services' Substance Abuse and Mental Health Services Administration (SAMHSA). RSAT funding may be used for medication-assisted treatment, such as long-acting injectable anti-psychotic medications, to improve treatment adherence and reduce risk for relapse and re-incarceration.

To qualify as an aftercare program, the head of the substance abuse treatment program must work in conjunction with state and local authorities and organizations involved in substance abuse treatment to place program participants into community substance abuse treatment facilities upon their release. In addition, these activities

should be coordinated with any SAMHSA-funded state and/or local programs that address the needs of this target population.

**Evidence-Based Programs or Practices:**

OJP places a strong emphasis on the use of data and evidence in policy making and program development in criminal justice. For additional information and resources on evidence-based programs or practices, see [OJP Grant Application Resource Guide](#). The OJP CrimeSolutions.ojp.gov website is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

Medication-assisted Treatment (MAT) is an evidence-based substance abuse treatment protocol, and BJA supports making it available to individuals under the care and prescription of a physician.

**Financial Management and System of Internal Controls**

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. The “Part 200 Uniform Requirements” means the DOJ regulation at 2 C.F.R. Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200. See [OJP Grant Application Resource Guide](#) for additional information.

**Budget Information:**

**Supplanting:**

Federal funds must be used to supplement existing funds for program activities and cannot replace, or supplant, nonfederal funds that have been appropriated for the same purpose.

**Prohibited Uses:**

RSAT funds shall not be used for land acquisition or construction projects.

**Cost Sharing or Match Requirement (cash or in-kind):**

This solicitation requires a 25 percent cash or in-kind match.

Federal funds awarded under this program may not cover more than 75 percent of the total costs of the project. Applicants must identify the source of the 25 percent non-federal portion of the total project costs and how they will use match funds. If a successful applicant’s proposed match exceeds the required match amount, and PGR approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit. (Match is restricted to the same uses of funds as allowed for the federal funds.) Applicants may satisfy this match requirement with either cash or in-kind services. See [OJP Grant Application Resource Guide](#) for additional information on this match requirement.

The formula for calculating the match is:

$$\frac{\text{Federal Award Amount}}{\text{Federal Share Percentage}} = \text{Adjusted (Total) Project Costs}$$
$$\text{Required Recipient’s Share Percentage} \times \text{Adjusted Project Cost} = \text{Required Match}$$

**Example:** 75%/25% match requirement: for a federal award amount of \$350,000, calculate match as follows:

$$\$350,000 = \$466,667 \text{ 25\%} \times \$466,667 = \$116,667 \text{ match}$$

### **Costs Associated with Language Assistance (if applicable):**

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate. See the [OJP Grant Application Resource Guide](#) for information on [Costs Associated with Language Assistance](#).

## **Reporting Requirements**

### **Federal Performance Measures:**

To fulfill the Bureau of Justice Assistance's (BJA) and the Department of Justice's (DOJ) responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, applicants receiving funding under this RFP must provide data that measure the results of their work.

Performance measures specific to RSAT have been developed by BJA and can be found on the federal Performance Measure Tools (PMT) website at: <https://www.bjaperformancetools.org/>. Additional instructions and guidance regarding your specific performance measures will be assigned after you've been awarded.

In addition to the quarterly PMT reporting, quarterly progress narrative and financial reports must be reported in PGR's GMS. The due date for this information is ***the 15th calendar day*** following the end of each quarter.

<b>Financial and Programmatic Reporting Periods</b>	<b>Due Dates</b>
January – March	April 15
April – June	July 15
July – September	October 15
October – December	January 15

## **Required Application Components**

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

### **A. Program Narrative (limited to 16,000 characters, including spaces)**

The program narrative should respond to the RFP and present a detailed description of the purpose, scope, goals, and objectives of the proposed project.

When completing the Program Narrative be sure to:

- Clearly identify each section
- Spell out all acronyms at least once
- Site data sources
- Address **all** sections below. If a section is not applicable to the RSAT funded project, simply state N/A.

The Program Narrative **must** include:

### 1. Statement of the Problem

- ◆ Describe in detail the problem(s), gap(s), and need(s): substantiating with current relevant data **specific** to the area, agency and/or project. Include crime rates (where applicable), geographic location served, and local demographics. Some data source examples include:
  - Applicant/Implementing Agency
  - Crime In Idaho Report
  - Crime in Idaho Database
  - United States Census Bureau
  - Idaho Statistical Analysis Center Publications
- ◆ Describe how the proposed project will solve the problem.

### 2. Project Design and Implementation

- ◆ State amount of federal funds being requested. Provide a detailed description of the project, including goals, objectives, and activities.
- ◆ Describe the implementation process.
- ◆ Include a time/task plan that identifies the dates of the major tasks/activities of your RSAT program.
- ◆ If applicable, identify any other funding sources that support the proposed project.
- ◆ Identify if the proposed project is evidence-based, a best practice model, or if any objective research or evidence shows that the proposed project will be successful. Go to [CrimeSolutions.gov](https://www.crimesolutions.gov) to find information on evidence-based programs in criminal justice, juvenile justice, and crime victim services.
- ◆ Provide information as to the sustainability of the proposed project. If applicable, state how project personnel and/or annual maintenance and license fees will be funded after the life of the grant.
- ◆ Description of any changes in state law or policy requiring substance use testing of individuals in correctional/residential substance abuse treatment programs, including individuals released but remaining in state custody.
- ◆ Number, or estimated number, of offenders tested for the use of illegal substances during the last calendar year.
- ◆ Description of the coordination between correctional representatives (prison or jail-based) and representatives of state or local alcohol and drug abuse agencies.
- ◆ Explanation of how funded programs will address the inclusion of opioid abuse reduction treatment and services.
- ◆ Description of the treatment service(s)/practice(s) including access to Medication Assisted Treatment (MAT) available for residential substance abuse treatment participants and how those services are currently monitored for quality and effectiveness. Discuss the evidence that shows that the treatment service(s)/practice(s) is/are effective with the target population. If the evidence is limited or non-existent for the target population, provide other information to support the intervention selection. Provide local data and any evaluation findings that demonstrate the program's impact with regard to offender and community outcomes.
- ◆ Description of how the applicant will ensure that offenders who participate in the RSAT program will be provided with community reintegration services. Describe how the applicant will ensure providers furnishing reintegration services are approved by the appropriate state or local agency, and are licensed,



if necessary, to provide medical treatment or other health services. Describe the reintegration services that will be provided.

- ◆ Description of how the applicant will ensure that individuals who participate in the RSAT program established or implemented with these federal funds will be provided with aftercare services. Describe how the applicant will ensure providers furnishing aftercare services are approved by the appropriate State or local agency, are licensed, if necessary, to provide medical treatment or other health services. Describe the aftercare services that will be provided.
- ◆ Explanation of planning and implementation strategies to: 1) identify and enroll uninsured individuals into Medicaid, or other health insurance through the Health Insurance Marketplace; and 2) increase access to and use of primary healthcare and substance abuse and mental health treatment for newly insured individuals in order to ensure continuity of care and improve recidivism outcomes for RSAT participants after release from incarceration.

**TIP:** PGR highly recommends saving the Program Narrative in Word and pasting it into GMS, as not all web browsers have spell check and there is no character count in GMS.

## **B. Goals, Objectives, and Performance Measures**

Not required – Please leave this section blank. Project goals should be stated in the project narrative.

## **C. Budget and Budget Worksheet**

- The required [Expense/Match Budget Detail Worksheet](#) includes sections for calculations and narratives, **and must be attached to the application as an Excel document.**

### **Budget Narratives**

- Needs to thoroughly and clearly describe every expense listed under that category. Every expense must include a description of how it specifically relates to preventing, preparing for, or responding to the coronavirus. Expenses/items that are not supported with such a description will not be allowed. PGR expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).
- Must include a detailed description of all costs and how funds will be allocated (if applicable) with other funding sources.
- Must be mathematically sound and correspond with the information and figures provided in the Description and Calculation sections of each category.
- Must explain how the applicant estimated and calculated all costs, and how they are relevant to the completion of the proposed project.
- If applicable, describe the organization's procurement process under the corresponding narrative section.

The budget must reflect as closely as possible the costs associated with the proposed project. The worksheet must contain a breakdown of requested costs, explanations of how the costs were derived, and why the costs are necessary for the proposed project. If funded, adjustments must be **pre-approved by PGR**. If you have any questions regarding allowable costs, please contact PGR for clarification.

For questions pertaining to budget and examples of allowable and unallowable costs, see the [DOJGrants Financial Guide](#).

## D. Indirect Funds

- Indirect costs must be included in the “Other” budget category and the calculation on the Budget Detail Worksheet must include the indirect cost rate and the total direct costs used to determine indirect costs.
- Applicants with a current approved indirect cost rate **must attach a copy of the indirect cost rate agreement** to the application, if they are requesting reimbursement for indirect.
- Applicants that have never received a negotiated indirect cost rate, except for those agencies described in [Appendix VII to Part 200 \(d\)\(1\)\(B\)](#), may charge a de minimums rate of 10% of modified total direct costs (MTDC) or negotiate a rate with their cognizant Federal agency. The MTDC direct cost base includes all direct salaries and applicable fringe benefits, materials and supplies, services, and travel. The base excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, and participant support costs. When using the MTDC method, costs must be consistently charged as either indirect or direct and must not be double charged or inconsistently charged as both. If this method is chosen, it must be used consistently for all Federal awards until the applicant chooses to negotiate an indirect cost rate, which can be done at any time.

## E. Financial Administration

- ◆ Provide complete responses to questions that address organization’s financial accounting practices (See Appendix A).
- ◆ **PGR Risk Assessment**– Applicants must fill out the first page of the PGR Risk Assessment and **attach it as a Microsoft Excel workbook**.

**Note:** Both the list of questions addressing financial accounting practices are required and should only be completed by financial staff most familiar with the applicant’s systems, policies, and procedures in order to ensure that the correct responses are submitted to PGR. Some questions on the PGR Risk Assessment will also need answers from financial staff. Both will directly impact the pre-award risk assessment and should accurately reflect the applicant’s financial accounting practices, management and internal control system at the time of the application. The pre-award risk assessment is only one of multiple factors and criteria used in determining funding and monitoring practices.

**F. Disclosure of Lobbying Activities** – All applicants must complete and submit a [Disclosure of Lobbying Activities form \(SF-LLL\)](#). Applicants that expend any funds for lobbying activities are to provide all of the information requested on the form. **Applicants that do not expend any funds for lobbying activities are to enter “N/A” in the text boxes for item 10 (“a. Name and Address of Lobbying Registrant” and “b. Individuals Performing Services”).**

**G. Tribal Authorizing Resolution** - If applicable, applicants will submit the Tribal Authorizing Resolution by uploading the resolution as an attachment in GMS. An application in response to this solicitation may require inclusion of information related to a tribal authorizing resolution as an attachment. See the [OJP Grant Application Resource Guide](#) for information on tribal authorizing resolutions.

**H. Research and Evaluation Independence and Integrity** - If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. Applicants will submit a description of their research and evaluation independence and integrity by uploading the document as an attachment in GMS. For additional information regarding demonstrating research/evaluation independence and integrity, including appropriate safeguards, see the [OJ P Grant Application Resource Guide](#).

### **I. Applicant Disclosure and Justification –Grantees Designated as High Risk by DOJ**

An applicant that is designated as a High Risk Grantee by DOJ is to submit a separate attachment to its application, information will be uses, among other pertinent information, to determine whether it will consider or select the application for an award under this solicitation. The file should be named "DOJ High Risk Grantee Applicant Disclosure and Justification." For required information, see the [OJ P Grant Application Resource Guide](#).

### **J. Disclosure of Pending Applications/Duplication in Cost Items**

Each applicant is to disclose whether it has (or is proposed as a subrecipient under) any pending applications for federally funded grants or cooperative agreements that (1) include requests for funding to support the same project being proposed in the application under the solicitation, and (2) would cover any identical cost items outlined in the budget submitted to OJP as part of the application under the solicitation. The applicant is to disclose applications made directly to federal awarding agencies, and also applications for subawards of federal funds (e.g., applications to State agencies that will subaward ("subgrant") federal funds).

Each applicant that has one or more pending applications as described above is to provide the following information about pending applications submitted within the last 12 months:

- The federal or State funding agency
- The solicitation name/project name

This information should be provided in an attachment with the name "Applicant Disclosure of Duplication in Cost Items."

### **K. Assurances and Certifications**

These must be "signed" via an electronic acceptance by the highest official or designee representing the applicant agency. Each agency may designate a person to complete the application; however, this person must certify that they have the authority to sign on behalf of the highest official.

Certified Standard Assurance (see [OJP Grant Application Resource Guide](#))

Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (see [OJP Grant Application Resource Guide](#))

**IMPORTANT NOTICE: GMS WILL allow applicants to submit an application WITHOUT all required components. An application may be considered non-responsive if all identified RFP elements are not addressed or attached.**

### **Additional Requirements and Guidelines**

If selected for funding, in addition to implementing the funded project consistent with the approved application, the recipient must comply with all award conditions, and all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and acceptances). We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. For additional, see [Administrative, National Policy, and Other Legal Requirements](#)" section in the [OJP Grant Application Resource Guide](#).

- ["General Conditions" for OJP Awards in FY 2021](#)

- [Financial Requirements](#)
- [Organizational Requirements](#)
- [Civil Rights Requirements](#)
- [Requirements related to Research](#)
- [Reporting Requirements and Certain Other Requirements](#)

## Application Checklist

### Prior to Application

- DUNS Number
- SAM Registration

## Application Required Components

### Program Narrative

- Statement of the Problem
- Project Design and Implementation

### Required Application Attachments

- **Budget Worksheet** - required [Expense/Match Budget Detail Worksheet](#) includes sections for calculations and narratives, **and must be attached to the application as an Excel document.**
- **PGR Risk Assessment**
- **Financial Accounting Practices (Appendix A)**
- **Non-supplanting Letter (Appendix B)**
- **Disclosure of Lobbying Activities**

### Additional Attachments (if applicable)

- **Approved Indirect Cost Rate Agreement**
- **Tribal Authorizing Resolution Certification Documentation**
- **Research and Evaluation Independence and Integrity**
- **DOJ High Risk Grantee Applicant Disclosure and Justification**
- **Applicant Disclosure of Duplication in Cost Items.**
- **Research and Evaluation Independence and Integrity**

## Financial Accounting Practices

1. Will all funds awarded under this program be maintained in a manner that they will be accounted for separately and distinctly from other sources of revenue/funding? Please provide a brief description of applicant's policies and procedures that ensure funds will be tracked appropriately.
2. Does the applicant have written accounting policies and procedures? How often are these policies and procedures updated? Please provide a brief list of the topics covered in the applicant's policies and procedures. PGR may request a copy for review during the application/award process or as part of the grant monitoring.
3. Is the applicant's financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant? Please provide a brief summary of the organization's process for tracking expenditures, including tracking budgeted versus actual amounts.
4. Does the applicant have effective internal controls in place to adequately safeguard grant assets and to ensure that they are used solely for authorized purposes? Please provide a brief description of the applicant organization's internal controls that will provide reasonable assurance that the award funds will be managed properly.
5. Does the applicant have a documented records retention policy? If so, briefly describe the policy and confirm that the policy complies with federal regulations. Information on Record Retention and Access can be found at 2 C.F.R. 200.333-337.
6. Does the applicant or any of its employees have any potential personal or organizational conflict of interest related to the possible receipt of DOJ award funds? Applicants are required to disclose in writing any potential conflicts of interest to PGR. See 2 C.F.R. 200.112 of the Uniform Guidance and Chapter 3.20, Grant, Fraud, Waste and Abuse, of the DOJ Financial Guide for additional information.
7. Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200)? Please provide a short list of the individual's qualifications/experience. If the individual is not familiar with the applicable rules and regulations, the applicant must contact PGR at [pgr@isp.idaho.gov](mailto:pgr@isp.idaho.gov) or 208-884-7040 after the applicant is notified of its award.

8. Does the applicant have policies and procedures in place to manage subawards and monitor activities of subrecipients as necessary to ensure that subawards are used for authorized purposes, in compliance with laws, regulations, and terms and conditions of the award; and that established subaward performance goals are achieved (2 C.F.R. 200.330-332)? Please provide a brief description of the organization's policies and procedures on subrecipient management and monitoring.
  
9. Does the applicant currently require employees to maintain time distribution records that accurately reflect the work performed on specific activities or cost objectives in order to support the distribution of employees' salaries among Federal awards or other activities (2 C.F.R. 200.430)? Budget estimates do not qualify as support for charges to Federal awards. Please provide a brief description of the organization's established timekeeping policies and procedures.

## ***Non-supplanting Sample Letter***

[Applicant Letterhead]

[Date]

Idaho State Police  
Planning, Grants, and  
Research 700 S.  
Stratford Drive  
Meridian, ID 83642

[Name of applicant] certifies that any funds awarded through the Coronavirus Emergency Supplemental Funding Program will be used to supplement, not supplant, existing non-federal funds that otherwise would be available for activities under the award. The [name of applicant] understands that supplanting violations can result in a range of penalties including suspension of future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Sincerely,

[Applicant Authorizing Official]