



**U.S. Department of Justice**  
Office of Justice Programs  
Bureau Of Justice Assistance

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**Solicitation Title:** BJA FY24 Residential Substance Abuse Treatment for State Prisoners  
Program Formula Grant Solicitation  
**Assistance Listing Number** 16.593  
**Grants.gov Opportunity Number:** O-BJA-2024-171974  
**Solicitation Release Date:** May 08, 2024  
**Step 1: Application Grants.gov Deadline:** 8:59 p.m. Eastern Time on July 10, 2024  
**Step 2: Application JustGrants Deadline:** 8:59 p.m. Eastern Time on July 15, 2024

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## Contents

Synopsis.....	3
Program Description Overview .....	3
Eligibility.....	3
Agency Contact Information .....	3
Pre-Application Information Session.....	3
Application Submission Information.....	4
Registration .....	4
Submission.....	4
Program Description.....	5
Program Description Overview .....	5
Statutory Authority .....	5
Specific Information .....	5
Solicitation Goals and Objectives .....	6
Goals.....	6
Objectives .....	6
Federal Award Information .....	8
Awards, Amounts, and Durations.....	8
Availability of Funds .....	8
Type of Award .....	8
Cost Sharing or Matching Requirement.....	8
Eligibility Information.....	8
How To Apply .....	10

Application Resources .....	10
How To Apply .....	10
Registration .....	10
Submission.....	10
Submission Dates and Time .....	11
Experiencing Unforeseen Technical Issues Preventing Submission of an Application (Technical Waivers) .....	11
Application and Submission Information.....	12
Content of the SF-424 in Grants.gov .....	12
Content of the JustGrants Application Submission .....	13
Application Review Information .....	20
Review Process .....	20
Federal Award Administration Information.....	20
Federal Award Notices .....	20
Evidence-Based Programs or Practices .....	20
Information Regarding Potential Evaluation of Programs and Activities .....	21
Administrative, National Policy, and Other Legal Requirements.....	21
Civil Rights Compliance .....	21
Financial Management and System of Internal Controls .....	22
Information Technology Security Clauses.....	22
General Information About Post-Federal Award Reporting Requirements .....	22
Federal Awarding Agency Contact(s).....	22
Other Information.....	22
Freedom of Information and Privacy Act (5 U.S.C. §§ 552 and 552a) .....	22
Provide Feedback to OJP .....	22
Performance Measures .....	22
Application Checklist.....	23
Pre-Application.....	23
Application Step 1 .....	24
Application Step 2 .....	24
Review, Certify, and Submit Application in JustGrants .....	25
Standard Solicitation Resources.....	26
Appendix A: Certification Regarding Nonresidential Substance Use Treatment Aftercare ..	27

# Synopsis

## Program Description Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) seeks applications for funding.

OJP is committed to advancing work that promotes civil rights and equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety, protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

With this solicitation, BJA seeks to increase access to treatment through the Residential Substance Abuse Treatment for State Prisoners Program (RSAT) to individuals with substance use or co-occurring substance use and mental health disorders during detention or incarceration and to improve continuity of care during and after reentry by delivering community-based treatment and other broad-based aftercare services.

This program furthers the DOJ's mission to uphold the rule of law, to keep our country safe, and to protect civil rights.

## Eligibility

- State governments

## Agency Contact Information

For assistance with the requirements of this solicitation, contact the OJP Response Center by phone at 800-851-3420 or 301-240-6310 (TTY for hearing-impaired callers only) or email [grants@ncjrs.gov](mailto:grants@ncjrs.gov). The OJP Response Center operates from 10:00 a.m. to 6:00 p.m. Eastern Time (ET) Monday–Friday and from 10:00 a.m. to 8:00 p.m. ET on the solicitation closing date.

For procedures related to unforeseen technical issues beyond the control of the applicant that impact submission by the deadlines, see the “How To Apply” section, [Experiencing Unforeseen Technical Issues](#).

For assistance with submitting the [Application for Federal Assistance standard form \(SF-424\)](#) and a [Disclosure of Lobbying Activities \(SF-LLL\)](#) in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov Customer Support](#), or [support@grants.gov](mailto:support@grants.gov). The Grants.gov Support Hotline is open 24 hours a day, 7 days a week, except on federal holidays.

For technical assistance with submitting the **full application** in JustGrants, contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov). The JustGrants Service Desk operates from 7:00 a.m. to 9:00 p.m. ET Monday–Friday and from 9:00 a.m. to 5:00 p.m. ET on Saturday, Sunday, and federal holidays.

## Pre-Application Information Session

BJA will hold a webinar on this solicitation on May 22, 2024, at 2:30 p.m. ET. This call will provide a detailed overview of the solicitation and allow interested applicants to ask questions. Preregistration is required for all participants. Register by clicking on this link <https://ojpmeetings.webex.com/weblink/register/r164224a7eadc78df57e2265ed18b6de0> and following the instructions. To use the time most efficiently, BJA encourages participants to

review this solicitation and submit any questions in advance and no later than May 20, 2024. Submit questions to [grants@ncjrs.gov](mailto:grants@ncjrs.gov) with the subject "Questions for FY 24 Residential Substance Abuse Treatment for State Prisoners Webinar." The session will be recorded and available on <https://bja.ojp.gov/events/funding-webinars>.

## **Application Submission Information**

### **Registration**

Before submitting an application, an applicant must have a registration in the [System for Award Management \(SAM.gov\)](#).

### **Submission**

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants. See the [Submission Dates and Time](#) section for the Grants.gov and JustGrants application deadlines.

**Step 1:** The applicant must register for this opportunity in Grants.gov at <https://grants.gov/register> and submit by the Grants.gov deadline the required [Application for Federal Assistance standard form \(SF-424\)](#) and a [Disclosure of Lobbying Activities \(SF-LLL\)](#). See the [Submission Dates and Time](#) section for application deadlines.

**Step 2:** The applicant must submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://JustGrants.usdoj.gov) by the JustGrants application deadline. See the [Submission Dates and Time](#) section for application deadlines.

# Program Description

## Program Description Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) seeks applications for funding.

OJP is committed to advancing work that promotes civil rights and equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety, protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

With this solicitation, BJA seeks to increase access to treatment through the Residential Substance Abuse Treatment for State Prisoners Program (RSAT) to individuals with substance use or co-occurring substance use and mental health disorders during detention or incarceration and to improve continuity of care during and after reentry by delivering community-based treatment and other broad-based aftercare services.

This program furthers the DOJ's mission to uphold the rule of law, to keep our country safe, and to protect civil rights.

## Statutory Authority

Pub. L. No. 90-351, Title I, Sec. 1901 (codified at 34 U.S.C. 10421); Department of Justice Appropriations Act, 2024 (Pub. L. No. 118-42, 138 Stat. 25, 148)

## Specific Information

The purpose of the Residential Substance Abuse Treatment (RSAT) for State Prisoners Program is to increase access to treatment for individuals with substance use or co-occurring substance use and mental health disorders during detention or incarceration and to improve continuity of care during and after reentry by delivering community-based treatment and other broad-based aftercare services. According to the Bureau of Justice Statistics, 58 percent of state prison inmates and 63 percent of local jail inmates met the medical criteria for drug dependence or abuse.

The RSAT Program assists states with developing and implementing residential substance use disorder (SUD) treatment programs within state prisons, as well as within local correctional and detention facilities, in which persons are incarcerated for a period of time sufficient to permit SUD treatment. RSAT Program funds must be used to support the provision of SUD treatment to individuals during detention or incarceration in a state or local facility. Funds may also be used for recovery support and aftercare services for program participants post release. Treatment for co-occurring substance use and mental health disorders may also be provided using RSAT funds. BJA also encourages the provision of the three FDA-approved medications to treat substance use disorder along with counseling and behavioral therapies (sometimes referred to as medication-assisted treatment or MAT) as part of any evidence-based substance use or co-occurring mental health and substance use disorder treatment program for individuals with a substance use disorder, including alcohol and opioid use disorder, that are incarcerated or detained in the nation's prisons or jails.

Pursuant to 34 U.S.C. 10421 et. seq., the RSAT Program seeks to support efforts to provide residential treatment to people with SUD and co-occurring substance use and mental health disorders during confinement within state correctional facilities as well as local correctional and

detention facilities and to provide aftercare and recovery support services upon release into the community. The RSAT Program also supports efforts to address the overdose crisis—in confinement and reentry—through increased access to evidence-based treatment, including medication-assisted treatment (MAT), which is the use of medication in combination with counseling and behavioral therapies.

The opioid crisis and increases in drug overdose deaths continues to devastate individuals, families, and communities across the nation. Addressing these issues is a federal priority, including increasing access to evidence-based treatment such as medications for opioid use disorder (MOUD), counseling, and behavioral therapies across all settings. Incarceration offers an opportunity to screen and initiate or continue treatment for individuals with opioid use disorder while they are incarcerated and to support continuity of care after they are released into the community.

In April 2022, DOJ's Civil Rights Division published [guidance](#) further clarifying protections under the Americans with Disabilities Act (ADA) for individuals with OUD, including potential violations of the ADA by facilities or programs that do not allow individuals to continue taking doctor-prescribed MOUD. In fact, since then, [courts](#) as well as [state and local correctional facilities](#) have faced [allegations](#) that the entities' refusal to permit the use of and provide MOUD violates the ADA. Similarly, a DOJ [findings report](#) regarding suicides and failure to provide MOUD in a county jail also helps to illustrate specific instances that were considered to violate the 8th and 14th amendment rights of institutionalized persons. Both the guidance and enforcement matters reflect the federal government's position that a correctional facility's refusal to permit incarcerated individuals to continue or initiate treatment for opioid use disorders when clinically needed may violate the ADA, the Constitution, or both.

## **Solicitation Goals and Objectives**

### **Goals**

- Enhance the capabilities of state, local, or tribal governments to initiate or continue evidence-based SUD or co-occurring substance use and mental health disorder treatment programs in the nation's prisons and jails.
- Increase the number of prisons and jails offering FDA-approved medications to treat substance use disorders to incarcerated individuals with OUD.
- Prepare individuals for reintegration into communities, including supporting continuity of care for OUD treatment and recovery supports prior to release.
- Assist individuals through the reentry process by delivering community-based treatment, recovery, and other broad-based aftercare services to support successful reentry and continuity of care.

### **Objectives**

RSAT Program funds may be used to implement four different types of programs/activities:

- Prison-based residential SUD treatment
- Jail-based residential SUD treatment
- Aftercare
- Jail-based pretrial SUD treatment programs

**Residential SUD treatment programs in prisons** must meet all of the following criteria:

1. Engage individuals with SUD or co-occurring substance use and mental health disorders for a period of between 6 and 12 months.
2. Require periodic and random drug testing of individuals while they are in the program and under community supervision.
3. Establish a therapeutic community (i.e., program participants are set apart from the general population).
4. Provide aftercare services.

**Residential SUD treatment programs in jails** must meet all of the following criteria:

5. Engage individuals with SUD or co-occurring substance use and mental health disorders for at least 3 months.
6. Require periodic and random drug testing of individuals while they are in the program and under community supervision.
7. Make every effort to establish a therapeutic community (i.e., program participants are set apart from the general population).
8. Provide aftercare services.

**Aftercare services** include case management and the full continuum of recovery and aftercare services to support people released from a residential SUD treatment program, which may include human service and rehabilitation programs such as education and job training, parole supervision, recovery or transitional housing, peer support programs, and other recovery support services.

**Jail-based pretrial SUD treatment programs** that initiate or continue evidence-based SUD treatment programs, including medication-assisted treatment, in pretrial populations during their confinement and/or foster connections to SUD treatment in the community upon pretrial release. Programs supporting pre-trial populations do not need to meet above criteria for jail-based residential SUD treatment programs.

Per 34 U.S.C. 10422(c), in order to be eligible for funding under the RSAT Program, a state shall ensure that individuals who participate in the substance use disorder treatment program with assistance provided under this program be provided with aftercare services. 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, recovery or transitional housing, peer support programs, and other recovery support services. To qualify as an aftercare program, the head of the substance use disorder treatment program must work in conjunction with state and local authorities and organizations involved in substance use disorder treatment to place program participants into community substance use disorder treatment facilities upon their release. In addition, states should coordinate these activities with any Substance Abuse and Mental Health Services Administration (SAMHSA)-funded state or local programs that address the needs of this target population. A state may use amounts received for nonresidential substance use treatment aftercare if the chief executive officer of the state certifies that the state is providing, and will continue to provide, an adequate level of residential treatment services (see Appendix A).

To be eligible for funding, states must also coordinate the design and implementation of the SUD treatment and recovery support programs between state correctional representatives and the state alcohol and substance use disorder agency (and, if appropriate, between

representatives of local correctional agencies and representatives of either the state alcohol and substance use disorder agency or an appropriate local alcohol and substance use disorder agency). For more information, please see the frequently asked questions at [RSAT FAQs](#)

For information about what the applicant needs to submit regarding Goals, Objectives, and Deliverables, please see the [“How To Apply” section on the Application Goals, Objectives, Deliverables, and Timeline Web-Based Form.](#)

## **Federal Award Information**

### **Awards, Amounts, and Durations**

Anticipated Number of Awards: 56

Anticipated Maximum Dollar Amount per Award: between \$124,019 and \$2,554,917

Period of Performance Start Date: October 1, 2024

Period of Performance Duration: 48 months

Anticipated Total Amount to Be Awarded Under This Solicitation: \$30,531,125

Additional Information: Applicants are required to allocate at least 10 percent of the total state allocation for FY24 to local correctional facilities—provided such facilities exist. Funds must be used for residential SUD treatment programs in jails, to initiate or continue evidence-based SUD treatment programs in pretrial populations, and/or to foster connections to SUD treatment in the community upon pretrial release.

### **Availability of Funds**

This funding opportunity, and awards under this funding opportunity, are subject to the availability of funding and to any changes or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

### **Type of Award**

OJP expects to make awards under this funding opportunity as grants. See the [“Administrative, National Policy, and Other Legal Requirements”](#) section of the [Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants.

### **Cost Sharing or Matching Requirement**

This funding opportunity requires cost sharing or match from the applicant. “Match” means the portion of project costs not paid by Federal funds or contributions (unless otherwise authorized by Federal statute). For information on cost sharing or match requirements, see the [“Application and Submission Information”](#) section.

### **Eligibility Information**

For eligibility information, see the Synopsis section.

For the purposes of this notice of funding opportunity, “state” means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.



To be eligible to receive an award under this solicitation, 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.

# How To Apply

## Application Resources

When preparing and submitting an application, the following resources may aid prospective applicants:

1. Grants.gov [“How to Apply for Grants”](#)
2. OJP [“How To Apply”](#) section in the [Application Resource Guide](#)
3. JustGrants [Application Submission Training](#)

This solicitation (notice of funding opportunity) incorporates guidance provided in the [OJP Grant Application Resource Guide](#) (Application Resource Guide), which provides additional information for applicants to prepare and submit applications to OJP for funding. **If this solicitation requires something different from any guidance provided in the [Application Resource Guide](#), the difference will be noted in this solicitation and the applicant is to follow the guidelines in this solicitation, rather than the guidance in the [Application Resource Guide](#) that is in conflict.**

## How To Apply

### Registration

Before submitting an application, all applicants must register with the System for Award Management (SAM.gov). An applicant must renew their registration every 12 months. If an applicant does not renew their SAM.gov registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Applicants are encouraged to start the SAM.gov registration process at least 30 days prior to the application deadlines. Applicants who fail to begin the registration or renewal process at least 10 business days prior to the Grants.gov deadline may not complete the process in time and will not be considered for late submission.

### Submission

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants.

**Step 1:** After registering with SAM.gov, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://grants.gov/register> by the Grants.gov deadline. **To leave time to address any technical issues that may arise, an applicant should submit the SF-424 and SF-LLL as early as possible and recommended not later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov by the deadline, they will be unable to apply in JustGrants. Applicants can confirm Grants.gov submission by verifying their application status shows as “submitted” or “agency tracking number assigned.”

**Step 2:** The applicant must then submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://justgrants.usdoj.gov) by the JustGrants deadline.

OJP recommends that applicants submit the complete application package in JustGrants at least 48 hours prior to the JustGrants deadline. Some of the required sections of the application will be entered directly into JustGrants, and other sections will require documents to be uploaded and attached. Therefore, applicants should allow enough time before the JustGrants deadline to prepare all the requirements of the application. Applicants may save their progress

in the system and add to or change the application as needed prior to hitting the “Submit” button at the end of the application in JustGrants.

An applicant will receive emails when successfully submitting in Grants.gov and JustGrants and should maintain all emails and other confirmations received from SAM.gov, Grants.gov, and JustGrants systems.

For additional information, see the “How To Apply” section in the [Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

### **Submission Dates and Time**

The **SF-424 and the SF-LLL** must be submitted in Grants.gov by 8:59 p.m. Eastern Time on July 10, 2024.

The **full application** must be submitted in JustGrants by 8:59 p.m. Eastern Time on July 15, 2024.

To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline. Failure to begin the SAM.gov, Grants.gov, or JustGrants registration and application process in sufficient time (i.e., waiting until the due dates identified in this solicitation for those systems to begin the application steps) is not an acceptable reason to request a technical waiver.

### **Experiencing Unforeseen Technical Issues Preventing Submission of an Application (Technical Waivers)**

OJP will only consider requests to submit an application after the deadline when the applicant can document that a technical issue with a government system prevented submission of the application on time.

If an applicant misses a deadline due to unforeseen technical issues with SAM.gov, Grants.gov, or JustGrants, the applicant may request a waiver to submit an application after the deadline. However, the waiver request will not be considered unless it includes documentation of attempts to receive technical assistance to resolve the issue prior to the application deadline. A tracking number is the most typical documentation and is generated when the applicant contacts the applicable service desks to report technical difficulties. Tracking numbers are generated automatically when an applicant emails the applicable service desks, and for this reason, long call wait times for support do not relieve the applicant of the responsibility of getting a tracking number.

An applicant experiencing technical difficulties must contact the associated service desk indicated below to report the technical issue and receive a tracking number:

- SAM.gov: contact the [SAM.gov Help Desk \(Federal Service Desk\)](#), Monday–Friday from 8:00 a.m. to 8:00 p.m. ET at 866-606-8220.
- Grants.gov: contact the [Grants.gov Customer Support Hotline](#), 24 hours a day, 7 days a week, except on federal holidays, at 800-518-4726, 606-545-5035, or [support@grants.gov](mailto:support@grants.gov).
- JustGrants: contact the JustGrants Service Desk at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175, Monday–Friday from 7:00 a.m. to 9:00 p.m. ET and Saturday, Sunday, and federal holidays from 9:00 a.m. to 5:00 p.m. ET.

If an applicant has technical issues with SAM.gov or Grants.gov, the applicant must contact the OJP Response Center at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) within **24 hours of the Grants.gov deadline** to request approval to submit after the deadline.

If an applicant has technical issues with JustGrants that prevent application submission by the deadline, the applicant must contact the OJP Response Center at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) within **24 hours of the JustGrants deadline** to request approval to submit after the deadline.

Waiver requests sent to the OJP Response Center must—

- describe the technical difficulties experienced (provide screenshots if applicable);
- include a timeline of the applicant’s submission efforts (e.g., date and time the error occurred, date and time of actions taken to resolve the issue and resubmit; and date and time support representatives responded);
- include an attachment of the complete grant application and all the required documentation and materials;
- include the applicant’s Unique Entity Identifier (UEI); and
- include any SAM.gov, Grants.gov, and JustGrants Service Desk tracking numbers documenting the technical issue.

OJP will review each waiver request and the required supporting documentation and notify the applicant whether the request for late submission has been approved or denied. An applicant that does not provide documentation of a technical issue (including all information listed above), or that does not submit a waiver request within the required time period, will be denied.

For more details on the waiver process, OJP encourages applicants to review the “Experiencing Unforeseen Technical Issues” section in the [Application Resource Guide](#).

## **Application and Submission Information**

### **Content of the SF-424 in Grants.gov**

The SF-424 must be submitted in Grants.gov. It is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the [Application Resource Guide](#) for additional information on completing the SF-424.

In Section 8F of the SF-424, please include the name and contact information of the individual **who will complete the application in JustGrants**. JustGrants will use this information (*email address*) to assign the application to this user in JustGrants.

**Intergovernmental Review:** This funding opportunity is subject to [Executive Order \(E.O.\) 12372](#). An applicant may find the names and addresses of State Single Points of Contact (SPOCs) at the following website: <https://www.whitehouse.gov/wp-content/uploads/2023/06/SPOC-list-as-of-2023.pdf>. If the applicant’s State appears on the SPOC list, the applicant must contact its SPOC to find out about, and comply with, the State’s process under E.O. 12372. On the SF-424, an applicant whose State appears on the SPOC list is to make the appropriate selection in response to question 19, once the applicant has complied with its State E.O. 12372 process. An applicant whose State does not appear on the SPOC list should answer question 19 by selecting “Program is subject to E.O. 12372 but has not been selected by the State for review.”

## **Content of the JustGrants Application Submission**

### ***Entity and User Verification (First Time Applicant)***

For first time JustGrants applicants, once the application is received from Grants.gov, DOJ will send an email (from [DIAMD-NoReply@usdoj.gov](mailto:DIAMD-NoReply@usdoj.gov)) to the individual listed in Section 8F of the SF-424 with instructions on how to create a JustGrants account. This email should arrive within 24 hours after this individual receives confirmation from Grants.gov of their SF-424 and SF-LLL submissions. Register the Entity Administrator (the person who manages who can access JustGrants on behalf of the applicant), the Application Submitter, and Authorized Representative for the applicant with JustGrants as early as possible and (recommended) not later than 48-72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive a link in an email to complete the rest of the application in JustGrants. Find additional information on JustGrants Application Submission in the [Application Resource Guide](#).

### ***Standard Applicant Information***

The “Standard Applicant Information” section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. The applicant will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, the applicant will need to add ZIP codes for areas affected by the project; confirm their Authorized Representative; and verify and confirm the organization’s unique entity identifier, legal name, and address.

### ***Proposal Abstract***

A Proposal Abstract (no more than 400 words) summarizing the proposed project—including its purpose, primary activities, expected outcomes, the service area, intended beneficiaries, and subrecipients (if known)—must be completed in the JustGrants web-based form. This abstract should be in paragraph form without bullets or tables, written in the third person, and exclude personally identifiable information). Abstracts will be made publicly available on the OJP and USASpending.gov websites if the project is awarded. See the [Application Resource Guide](#) for an [example](#) of a proposal abstract.

### ***Data Requested With Application***

The following application elements should be submitted in the web-based forms in JustGrants.

#### ***Financial Management and System of Internal Controls Questionnaire (including Applicant Disclosure of High-Risk Status)***

The Financial Management and System of Internal Controls Questionnaire helps OJP assess the financial management and internal control systems, and the associated potential risks of an applicant as part of the pre-award risk assessment process. Every OJP applicant (other than an individual applying in their personal capacity, not representing an applicant organization) is required to complete the web-based Questionnaire form in JustGrants. See the [Application Resource Guide: Financial Management and System of Internal Controls Questionnaire \(including Applicant Disclosure of High Risk Status\)](#) for additional guidance on how to complete the questionnaire.

### ***Proposal Narrative***

The Proposal Narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point size font; have no less than 1-inch margins; and should not exceed 20 numbered pages.

The Proposal Narrative must include the following sections:

**a. Description of the Issue**

The description of the issue should directly support the need to increase access to evidence-based SUD treatment and recovery support services during and after a period of confinement in prisons and/or jails in your community. The description should include supporting information, such as data to provide evidence that the need exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population, the facility, and the larger community.

**b. Project Design and Implementation**

Describe the strategy to address the problem or needs identified in the Description of the Issue. List the activities and describe how they relate to Goals, Objectives, Deliverables, and Timeline outlined in the web-based form (completed separately from the Narrative attachment). Activities are the specific actions that will be completed to fulfill the program's objectives and reach the program's goal(s). Provide a detailed description of the method(s) to be used to carry out each activity (e.g., training, community events, direct services to target population). Applicants should describe the process for distributing funds to specific facilities and/or aftercare programs, factors that will be considered in the decision-making process (new versus existing program) and the extent to which objectives and activities might vary based on the type of awarded entity. Applicants should describe how requirements specific to residential SUD treatment programs in prisons and/or jails will be met and monitored. If applicable, applicants should describe efforts to identify and support aftercare programs that serve participants in residential SUD treatment programs upon reentry. If applicable, applicants should describe efforts to identify and support continuation or initiation of evidence-based treatment for pretrial populations in the state's jails and to foster connections to continued treatment in the community post-release.

This includes describing how the following criteria will be met for residential SUD programs:

1. Engage individuals with SUD or co-occurring substance use and mental health disorders for a period of 6–12 months in prisons and for at least 3 months in jails.
2. Require periodic/random drug testing while individuals are in the program and under community supervision.
3. Provide programming set apart from the general population.
  - a. Note: If the entire facility meets the requirement of a residential treatment facility, the “set apart” requirement may be met. Prior approval from BJA is required. If you believe your program falls in this category, please include a justification/request on agency letter head with your application. Additional conditions/requirements may be applied post award.
  - b. Note: Jail based programs who do not have the capacity to meet the “set-apart” requirement, may be given an exception. Prior approval from BJA is required. If you believe your program falls into this category, please include a justification/request on agency letter head with your application. Additional conditions/requirements may be applied post award.

4. Provide aftercare services.
  - a. Describe how the applicant will ensure that individuals who participate in an RSAT program will have access to SUD treatment, along with the full continuum of recovery support services and programs (e.g., educational and job training, parole supervision, recovery or transitional housing programs, peer support programs, and other recovery support services) upon release.
  - b. Describe how the applicant will ensure that 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.
  - c. Describe how funds may be used to support jail-based SUD treatment programs that initiate or continue evidence-based SUD treatment programs in a pretrial population and/or to foster connections to SUD treatment in the community upon pretrial release.
5. Explain how the state will coordinate the RSAT Program's design and implementation at the state and local levels and how it will coordinate use of RSAT funds with any funding received from SAMHSA to support SUD treatment and recovery services for individuals with justice involvement.
6. Briefly describe the effectiveness and evidence-based nature of existing treatment service(s)/practice(s).

Explain how the funded programs will support existing efforts to address OUD, including the current ability to provide FDA-approved medications to treat substance use disorder, as well as counseling and behavioral therapies, and how the applicant will support expanding the use of and access to these medications in prisons and jails.

7. Describe how the applicant will allocate at least 10 percent of the total state allocation for FY24 to local correctional facilities, provided such facilities exist.
  - a. Pass through funds must be used for either residential SUD treatment programs in jails and aftercare services, or to initiate or continue evidence-based SUD treatment programs in pretrial populations.
  - b. Note: States who do not believe they have local correctional facilities to pass through funds may be given an exception. Prior approval from BJA is required. If you believe your program falls into this category, please include a justification/request on agency letter head with your application. Additional conditions/requirements may be applied post award
8. Describe how the applicant will allocate funds to local correctional detention centers in rural and tribal areas.

**c. Capabilities and Competencies**

Capabilities and competencies should directly support the ability to identify and support prisons and jails in their efforts to increase access to evidence-based SUD treatment and recovery support services during and after a period of confinement in their community.

**d. Plan for Collecting the Data Required for This Solicitation’s Performance Measures**

It is the responsibility of the awardee to ensure all subawards follow data reporting requirements. Identify the process that will be used to collect data from each sub-awardee (e.g., awardee will collect and consolidate data from sub-awardees, sub-awardees will report data), who will be responsible for collecting and/or reporting data, who will be responsible for tracking performance metrics, and how the information will be used by the awardee. Data collection and reporting will be done in BJA’s PMT system. Data is to be collected and reported quarterly with semiannual narratives.

Note: An applicant is **not** required to submit performance data with the application. Rather, performance measure information is included to provide notice that award recipients will be required to submit performance data as part of each award’s reporting requirements.

OJP will require each award recipient to submit regular performance data that show the completed work’s results. The performance data directly relate to the solicitation goals and objectives identified in the “[Goals and Objectives](#)” section.

Applicants can visit [OJP’s performance measurement page](#) at [www.ojp.gov/performance](http://www.ojp.gov/performance) for more information on performance measurement activities.

BJA will require award recipients to submit performance measure data in BJA’s Performance Measurement Tool (PMT) and separately submit semi-annual performance report in JustGrants. BJA will provide further guidance on the post-award submission process if the applicant is selected for award. A list of performance measure questions for this program can be found [here](#).

**Note on Project Evaluations**

An applicant that proposes to use award funds through this solicitation to conduct project evaluations must follow the guidance in the “[Note on Project Evaluations](#)” section in the [OJP Grant Application Resource Guide](#).

***Application Goals, Objectives, Deliverables, and Timeline Web-Based Form***

The applicant will submit the project’s goals, objectives, deliverables, and timeline in the JustGrants web-based form. This is a summary of the goals, objectives, deliverables, and timeline that relate to the proposal narrative. The applicant will also enter the projected fiscal year and quarter that each objective and deliverable will be completed. Please refer to the [Application Submission Job Aid](#) for step-by-step directions.

- **Goals:** The applicant should describe the project’s intent to change, reduce, or eliminate the problem noted in the proposal narrative.
- **Program Objectives and Timeline:** The applicant should include objectives to accomplish its goals. Objectives are specific, measurable actions to reach the project’s desired results. The included timelines should be clearly linked to the goal.
- **Deliverables and Timeline:** Project deliverables refer to outputs—tangible (for example, a report or a website) or intangible (for example, greater feelings of safety reported by the community)—that are documented and submitted within the scope of a project. Deliverables include timelines.



Applicant proposals must directly support the need to reduce overdose deaths and support increased access to evidence-based SUD treatment and recovery support services in the corrections population.

#### [Deliverables Expected by Successful Applicants](#)

Program objectives and deliverables should be included in one timeline.

#### [Budget and Associated Documentation](#)

Applicants are required to allocate at least 10 percent of the total state allocation for FY24 to local correctional facilities—provided such facilities exist—funds must be used for either residential SUD treatment programs in jails or to initiate or continue evidence-based SUD treatment programs in pretrial populations.

Note: States who do not believe they have local correctional facilities to pass through funds may be given an exception. Prior approval from BJA is required. If you believe your program falls into this category, please include a justification/request on agency letter head with your application. Additional conditions/requirements may be applied post award.

#### [Funding Restrictions](#)

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

#### [Budget Worksheet and Budget Narrative \(Attachment\)](#)

The applicant will complete the budget worksheet attachment and submit it by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Applicant should use the following link [Residential Substance Abuse Treatment for State Prisoners \(RSAT\) Program | Archives | Bureau of Justice Assistance \(ojp.gov\)](#) for most recent amount awarded to your State. Please use this amount when submitting your budget.

For additional information about how to prepare a budget for federal funding, see the “[Application Resource Guide](#)” section on [Budget Preparation and Submission Information](#) and the technical steps to complete the budget form in JustGrants in the [Complete the Application in JustGrants: Budget](#) training.

#### [Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs](#)

OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to review carefully—before submitting an application—the [Application Resource Guide](#) for information on prior approval, planning, and reporting of conference/meeting/training costs.

#### [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. See the [Application Resource Guide](#) for information on costs associated with language assistance.

#### [Unmanned Aircraft Systems](#)

The use of BJA grant funds for unmanned aircraft systems (UAS), including unmanned aircraft vehicles (UAV), and all accompanying accessories to support UAS or UAV, is unallowable.

### Non-Federal Costs (match and program income)

This solicitation requires a 25 percent **cash or in-kind match**. Federal funds awarded under this solicitation may not cover more than 75 percent of the total costs of the project being funded ([34 U.S.C. 10424](#)). An applicant must identify the source of the 25 percent non-federal portion of the total project costs and how they will use match funds. If an award recipient's proposed match exceeds the required match amount, according to the formula below, and OJP approves the budget, the total match amount in the approved budget becomes part of the project budget and subject to audit. "Match" funds may be used only for purposes that would be allowable for the Federal funds. This means neither Federal funds nor matching funds may be used for costs considered inappropriate by the awarding agency (e.g., lobbying, land acquisition, fundraising). Recipients must satisfy this match requirement with cash or in-kind match. "In-kind" match may be in the form of services, supplies, real property, and equipment.

*Note: BJA will waive any requirement for matching funds (including in-kind) under \$200,000 for all awards made to American Samoa, Guam, U.S. Virgin Islands, and Northern Mariana Islands unless otherwise required by law to be provided; and may waive any requirement for matching funds equal to or over \$200,000 for all awards made to those territories, or to the Trust Territory of the Pacific Islands. The \$200,000 amount is determined on a grant-by-grant basis, not by the aggregate total of all matching requirements applicable to an insular area ([48 U.S.C. § 1469a](#)).*

#### How To Calculate Match

Formula					
Step 1	Award Amount	+	% of Federal Share	=	Total (Adjusted) Project Cost
Step 2	Total (Adjusted) Project Cost	x	% of Recipient's Share	=	Required Match
Example					
Match Requirement – 75/25 (Federal Share/Recipient's Share) Federal Award = \$150,000					
Step 1	\$150,000	+	75% Federal Share	=	\$200,000
Step 2	\$200,000	x	25% Recipient's Share	=	\$50,000

See the [Application Resource Guide](#) for additional information on this match requirement and step-by-step instructions for entering match amounts in the budget.

### Budget/Financial Attachments

#### Pre-Agreement (Pre-Award) Costs (if applicable)

Pre-agreement costs are defined as costs requiring approval incurred by the applicant prior to the start date of the period of performance of the federal award. OJP does not typically approve pre-agreement costs. If a successful applicant, in anticipation of the Federal award, but before the start date of the period of performance, incurs costs which are necessary for efficient and timely performance of the funded project, those costs may not be charged to the award. See the "Costs Requiring Prior Approval" section in the [DOJ Grants Financial Guide Post-Award Requirements](#) for more information.

#### Indirect Cost Rate Agreement (if applicable)

Indirect costs are costs of an organization that are not readily assignable to a particular project but are necessary to the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries. The requirements for the development

and submission of indirect cost proposals and cost allocation plans are listed in Appendices III–VII of 2 C.F.R. Part 200. A non-federal applicant should follow the guidelines applicable to its type of organization. If applicable, an applicant with a current federally approved indirect cost rate agreement will upload it as an attachment in JustGrants. See the [DOJ Financial Guide](#) for additional information on [Indirect Cost Rate Agreement](#).

#### Consultant Rate (if applicable)

Costs for consultant services require prior approval from OJP. If the proposed project expects to fund consultant services, compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. See the [DOJ Grants Financial Guide](#) for information on the consultant rates, which require prior approval from OJP.

#### ***Additional Application Components***

The applicant will attach the additional requested documentation in JustGrants.

#### Tribal Authorizing Resolution (if applicable)

An application in response to this solicitation may require inclusion of tribal authorizing documentation as an attachment. If applicable, the applicant will upload the tribal authorizing documentation as an attachment in JustGrants. See the [Application Resource Guide](#) for information on tribal authorizing resolutions.

#### Research and Evaluation Independence and Integrity Statement (if applicable)

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. The applicant will upload documentation of its research and evaluation independence and integrity as an attachment in JustGrants. For additional information, see the [Application Resource Guide](#).

#### ***Disclosures and Assurances***

The applicant will address the following disclosures and assurances.

#### Disclosure of Lobbying Activities

The SF-LLL attachment that was completed and submitted in Grants.gov is attached to this section.

#### Applicant Disclosure of Duplication in Cost Items

To ensure funding coordination across grant making agencies, and to avoid unnecessary or inappropriate duplication among grant awards, the applicant will disclose if it has any pending applications for federal funding, including pending applications for subawards of federal funds. Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [Application Resource Guide](#) for additional information.

#### DOJ Certified Standard Assurances

Review and accept the DOJ Certified Standard Assurances in JustGrants. See the [Application Resource Guide](#) for additional information.

[DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing](#)  
Review and accept in JustGrants the DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law

Enforcement and Community Policing. See the [Application Resource Guide for additional information](#).

#### **Applicant Disclosure and Justification – DOJ High-Risk Grantees**

If applicable, submit the DOJ High-Risk Disclosure and Justification as an attachment in JustGrants. A DOJ High-Risk Grantee is an award recipient that has received a DOJ High-Risk designation based on a documented history of unsatisfactory performance; financial instability; management system or other internal control deficiencies; noncompliance with award terms and conditions on prior awards or is otherwise not responsible. See the [Application Resource Guide](#) for additional information.

### **Application Review Information**

#### **Review Process**

OJP reviews the application to make sure that the information presented is reasonable, understandable, measurable, achievable, and consistent with the solicitation. See the [OJP Grant Application Resource Guide](#) for information on the application review process for this solicitation.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant entity. Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant entity is listed in SAM as excluded from receiving a federal award.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM.

Important note on Responsibility/Qualification Data (formerly FAPIIS): An applicant, at its option, may review and comment on any information about itself that currently appears in SAM.gov and was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the other information in SAM.gov, in its assessment of the risk posed by the applicant.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider not only BJA recommendations, but also other factors as indicated in this section.

### **Federal Award Administration Information**

#### **Federal Award Notices**

Generally, award notifications are made by the end of the current Federal fiscal year, September 30. See the [Application Resource Guide](#) for information on award notifications and instructions.

#### **Evidence-Based Programs or Practices**

OJP strongly encourages the use of data and evidence in policymaking and program development for criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices (programs or practices that have been evaluated as effective), see the [Application Resource Guide](#).

### **Information Regarding Potential Evaluation of Programs and Activities**

OJP may conduct or support an evaluation of the projects and activities funded under this solicitation. For additional information on what should be included in the application, see the [Application Resource Guide](#) section entitled “Information Regarding Potential Evaluation of Programs and Activities.”

### **Administrative, National Policy, and Other Legal Requirements**

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions and all applicable requirements of federal statutes and regulations, including the applicable requirements referred to in the assurances and certifications executed in connection with award acceptance. For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [Application Resource Guide](#).

### **Civil Rights Compliance**

If a successful applicant accepts funding from OJP—as a recipient of OJP funding—that award recipient must comply with certain federal civil rights laws that prohibit it from discriminating on the basis of race, color, national origin, sex, religion, or disability in how the recipient delivers its program’s services or benefits and in its employment practices. The civil rights laws that may be applicable to the award include Title VI of the Civil Rights Act of 1964 (Title VI), the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), and Section 504 of the Rehabilitation Act of 1973. These and other federal civil rights laws are discussed in greater detail here: “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements – FY 2024 Awards](#)” under the “Civil Rights Requirements” section, and additional resources are available from the [OJP Office for Civil Rights](#).

Part of complying with civil rights laws that prohibit national origin discrimination includes recipients taking reasonable steps to ensure that people who are limited in their English proficiency (LEP) because of their national origin have meaningful access to a recipient’s program and activity. An LEP person is one whose first language is not English and who has a limited ability to read, write, speak, or understand English. To help recipients meet this obligation to serve LEP persons, DOJ has published a number of resources, including a language access assessment and planning tool, which are available at <https://www.lep.gov/language-access-planning>. Additional resources are available at <https://www.ojp.gov/program/civil-rights-office/limited-english-proficient-lep>. If the award recipient proposes a program or activity that would deliver services or benefits to LEP individuals, the recipient may use grant funds to support the costs of taking reasonable steps (e.g., interpretation or translation services) to provide meaningful access. Similarly, recipients are responsible for ensuring that their programs and activities are readily accessible to qualified individuals with disabilities. Applicants for OJP funding must allocate grant funds or explain how other available resources will be used to ensure meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) interpreter services for deaf or hard of hearing individuals or the purchase of adaptive equipment for individuals with mobility or cognitive disabilities. For resources, see <https://www.ada.gov/> or contact OJP.

### **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. See the [Application Resource Guide](#) for additional information.

### **Information Technology Security Clauses**

An application in response to this solicitation may require inclusion of information related to information technology security. See the [Application Resource Guide](#) for more information.

### **General Information About Post-Federal Award Reporting Requirements**

In addition to the deliverables described in the "[Program Description](#)" section, all award recipients under this solicitation will be required to submit certain reports and data.

Required reports. Award recipients must submit quarterly financial reports, quarterly performance reports, final financial and performance reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent (in appropriate cases, OJP may require additional reports).

See the [Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measure data.

### **Federal Awarding Agency Contact(s)**

For OJP contact(s), contact information for Grants.gov, and contact information for JustGrants, see the solicitation Synopsis.

### **Other Information**

#### **Freedom of Information and Privacy Act (5 U.S.C. §§ 552 and 552a)**

See the [Application Resource Guide](#) for information on the Freedom of Information and Privacy Act (5 U.S.C. §§ 552 and 552a).

#### **Provide Feedback to OJP**

See the [Application Resource Guide](#) for information on how to provide feedback to OJP.

### **Performance Measures**

[Performance Measure Questionnaire for the Residential Substance Abuse Treatment Program.](#)

## Application Checklist

### BJA FY24 Residential Substance Abuse Treatment for State Prisoners Program Formula Grant Solicitation

This application checklist has been created as an aid in developing an application. For more information, reference [The OJP Application Submission Steps in the OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

#### Pre-Application

##### *Before Registering in Grants.gov*

- Confirm your entity's registration in the [System for Award Management \(SAM.gov\)](#) is active through the solicitation period; submit a new or renewal registration in SAM.gov if needed (see [Application Resource Guide](#)).

##### *Register in Grants.gov*

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see [Application Resource Guide](#)).
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [Application Resource Guide](#)).

##### *Find the Funding Opportunity*

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s).
- Access the funding opportunity and application package (see Step 7 in the [Application Resource Guide](#)).
- Sign up for Grants.gov email [notifications](#) (optional) (see [Application Resource Guide](#)).
- Read [Important Notice: Applying for Grants in Grants.gov](#) (about [browser compatibility and special characters in file names](#)).
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/financialguidedo/iii-postaward-requirements#6q3y8> (see [Application Resource Guide](#)).

##### *Review the Overview of Post-Award Legal Requirements*

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2024 Awards](#)" in the [OJP Funding Resource Center](#).

##### *Review the Scope Requirement*

- The federal amount requested is within the allowable limit(s) of RSAT formula amounts calculated per state and territory/commonwealth that applies for funding.
- Applicant should use the following link [Residential Substance Abuse Treatment for State Prisoners \(RSAT\) Program | Archives | Bureau of Justice Assistance \(ojp.gov\)](#) for most recent amount awarded to your State. Please use this amount when submitting your budget. BJA will run the FY24 formula award allocation based on the number of states and territories that apply for FY24 RSAT funds.

##### *Review Eligibility Requirement*

- Review "Eligibility" in the Synopsis section and "Eligibility Information" section in the solicitation.

## Application Step 1

After registering with SAM.gov, submit the SF-424 and SF-LLL in Grants.gov.

- In Section 8F of the SF-424, include the name and contact information of the individual **who will complete the application in JustGrants and the SF-LLL in Grants.gov.**
- Submit Intergovernmental Review (if applicable).

Within 48 hours after the SF-424 and SF-LLL submission in Grants.gov, receive four (4) Grants.gov email notifications:

- A submission receipt.
- A validation receipt.
- A grantor agency retrieval receipt.
- An agency tracking number assignment.

If no Grants.gov receipt and validation email is received, or if error notifications are received:

- Contact BJA or Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov customer support](#), or [support@grants.gov](mailto:support@grants.gov) regarding technical difficulties (see [“Application Resource Guide” section on Experiencing Unforeseen Technical Issues](#)).

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from JustGrants with login instructions.

- Proceed to Application Step 2 and complete application in JustGrants.

## Application Step 2

Submit the following information in JustGrants:

### Application Components

- Entity and User Verification (First Time Applicant)
- Standard Applicant information (SF-424 information from Grants.gov)
- Proposal Abstract
- Data Requested with Application
- Proposal Narrative
- Application Goals, Objectives, Deliverables, and Timeline web-based form

### Budget and Associated Documentation

- Budget Worksheet and Narrative Attachment ([OJP Budget Detail Worksheet](#))
- Financial Management and System of Internal Controls Questionnaire (see [Application Resource Guide](#))
- Indirect Cost Rate Agreement (if applicable) (see [Application Resource Guide](#))
- Disclosure of Process related to Executive Compensation (see [Application Resource Guide](#))

### Additional Application Components

- Tribal Authorizing Resolution (if applicable) (see [Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (see [Application Resource Guide](#))
- Certification Regarding Non-Residential Substance Use Disorder Treatment-Aftercare (if applicable) (Appendix A)



- Exception request on agency letterhead for set apart or pass-through requirement (if applicable)

### ***Disclosures and Assurances***

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [Application Resource Guide](#))
- DOJ Certified Standard Assurances (see [Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing (see [Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High-Risk Grantees (if applicable) (see [Application Resource Guide](#))

### **Review, Certify, and Submit Application in JustGrants**

- Any validation errors will immediately display on screen after submission.
- Correct validation errors, if necessary, and then return to the “Certify and Submit” screen to submit the application. Access the [Application Submission Validation Errors Quick Reference Guide](#) for step-by-step instructions to resolve errors prior to submission.
- Once the application is submitted and validated, a confirmation message will appear at the top of the page. Users will also receive a notification in the “bell” alerts confirming submission.

If no JustGrants application submission confirmation email or validation is received, or if error notification is received:

- Contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) regarding technical difficulties. See the [Application Resource Guide](#) for additional information.

## **Standard Solicitation Resources**

[Application Resource Guide](#) provides guidance to assist OJP grant applicants in preparing and submitting applications for OJP funding.

[DOJ Grants Financial Guide](#) serves as the primary reference manual to assist award recipients in fulfilling their fiduciary responsibility to safeguard grant funds and to ensure funds are used for the purposes for which they were awarded. It compiles a variety of laws, rules and regulations that affect the financial and administrative management of DOJ awards. This guide serves as a starting point for all award recipients and subrecipients of DOJ grants and cooperative agreements in ensuring the effective day-to-day management of awards.

[JustGrants Resources Website](#) is an entryway into information about JustGrants and the grants management system itself. Through this portal both award recipients and applicants can access training resource and user support options, find frequently asked questions, and sign up for the [JustGrants Update e-newsletter](#).

[JustGrants Application Submission Training page](#) offers helpful information and resources on the application process. This training page includes e-learning videos, reference guides, checklists, and other resources to help applicants complete an application.

[Weekly Training Webinars](#) are advertised here and provide opportunities for users to receive topic-specific training, direct technical assistance, and support on JustGrants system functionality.

## **Appendix A: Certification Regarding Nonresidential Substance Use Treatment Aftercare**

I, as the chief executive officer of the state named below, have the authority to make this certification on behalf of the state applicant. On behalf of the state named below, and in order to receive consideration for its application, I certify to the Office of Justice Programs, U.S. Department of Justice, that the state is providing, and will continue to provide, an adequate level of residential substance use treatment services.

Signature and Date

Printed Name and Title

Name of State Applicant Entity