

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



Residential Substance Abuse Treatment (RSAT) for State Prisoners Program FY 2019 Formula Grant Announcement

CFDA # 16.593

Solicitation Release Date: February 26, 2019

Application Deadline: 11:59 p.m. eastern time on April 30, 2019

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications for funding under the Residential Substance Abuse Treatment for State Prisoners Program. This program furthers the Department's mission by assisting state, local, and tribal efforts to break the cycle of drug addiction and violence by reducing the demand for, use, and trafficking of illegal drugs.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. It provides guidance to applicants on how to prepare and submit applications for funding to OJP. If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.

This solicitation expressly modifies the OJP Grant Application Resource Guide by not incorporating the "Limitation on Use of Award Funds for Employee Compensation; Waiver" provisions in the "Financial Information" section of the OJP Grant Application Resource Guide.

Eligibility: Eligible applicants are limited to states. For purposes of this solicitation, states are defined as all U.S. states, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, American Samoa, Guam, and the Northern Mariana Islands. By statute (34 U.S.C § 10421), BJA must award RSAT grants to the state office (see www.ojp.usdoj.gov/saa/index.htm for Administering Agencies list) designated to administer the Byrne Justice Assistance Grant Program. The state office may award subgrants¹ to state agencies and units of local government, including federally-recognized Indian tribal governments that perform law enforcement functions (as determined by the Secretary of the Interior).

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

In order 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

¹ For additional information on subawards, see "Budget and Associated Documentation" under [Section D. Application and Submission Information](#).

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.

Contact Information

For technical assistance with submitting an application, contact the Grants Management System Support Hotline at 888–549–9901, option 3, or via email to GMS.HelpDesk@usdoj.gov. The [GMS](#) Support Hotline operates 24 hours a day, 7 days a week, including on federal holidays.

An applicant that experiences unforeseen GMS technical issues beyond its control that prevent it from submitting its application by the deadline must email the contact identified below **within 24 hours after the application deadline** in order to request approval to submit its application after the deadline. For information on reporting technical issues, see “Experiencing Unforeseen GMS Technical Issues” under How to Apply (GMS) in the [OJP Grant Application Resource Guide](#).

For assistance with any other requirements of this solicitation, contact LaShawn Benton, State Policy Advisor, by telephone at 202-514-5057 or by email at: lashawn.benton@usdoj.gov.

Post-Award Legal Requirements Notice

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 applicable requirements referred to in the assurances and certifications executed in connection with award acceptance). OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application.

For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [OJP Grant Application Resource Guide](#).

Deadline details

Applicants must register in the OJP Grants Management System (GMS) at <https://grants.ojp.usdoj.gov/> prior to submitting an application under this solicitation. All applicants must register, even those that previously registered in GMS. Select the “Apply Online” button associated with the solicitation title. All registrations and applications are due by 11:59 p.m. eastern time on April 30, 2019.

For additional information, see the “**How to Apply (GMS)**” section in the [OJP Grant Application Resource Guide](#).

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Residential Substance Abuse Treatment (RSAT) for State Prisoners Program (CFDA #16.593)

A. Program Description

Overview

The Residential Substance Abuse Treatment (RSAT) for State Prisoners Program assists states and local governments in the development and implementation of substance use treatment programs in state, local, and tribal correctional and detention facilities. RSAT funds may also be used to create and maintain community reintegration services for individuals after they are released from incarceration.

Statutory Authority: 34 U.S.C. § 10421 et. seq. Additional authority for awards made under this solicitation may be provided by a full-year appropriations act for FY 2019. As of the writing of this solicitation, no full-year appropriation for the Department of Justice has been enacted for FY 2019.

Program-Specific Information

The RSAT for State Prisoners Program assists state, local, and tribal governments in the development and implementation of substance use treatment programs in state, local, and tribal correctional and detention facilities, as well as in the creation and maintenance of community reintegration services for formerly incarcerated individuals, with a strong emphasis on evidence-based best practices. For more information on the use of RSAT funds, please see page 5.

Objectives

The purpose of the RSAT for State Prisoners Program is to break the cycle of drug addiction and violence by reducing the demand for, use, and trafficking of illegal drugs. RSAT's objectives are to enhance the capabilities of states and units of local and tribal governments to provide residential substance abuse treatment for incarcerated inmates; prepare individuals for reintegration into communities and assist individuals and communities through the reentry process by delivering community-based treatment and other broad-based aftercare services.

Treatment services should be, to the extent possible, evidence-based, as shown through treatment outcomes that are consistent with the RSAT Program objectives.

The objectives and deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed in Section D. Application and Submission Information, under [What an Application Should Include](#).

Program Requirements

RSAT Program funds may be used to implement three types of programs: residential, jail-based, and aftercare. Applications involving partnerships with community-based substance use treatment programs will be given priority consideration.

To be eligible for funding, states must coordinate the design and implementation of treatment programs between state correctional representatives and the state alcohol and drug use agency

(and, if appropriate, between representatives of local correctional agencies and representatives of either the state alcohol and drug use agency or an appropriate local alcohol and drug use agency).

RSAT funds are also required to support and implement **residential programs** that:

- Engage inmates for a period of between 6 and 12 months.
- 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.
- Focus on inmates' substance use diagnosis and addiction-related needs.
- Develop inmates' cognitive, behavioral, social, vocational, and other skills to solve substance abuse and related problems.
- 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.
- Prepare inmates for successful community reintegration, which may include post-release referral to appropriate evidence-based aftercare treatment and/or service providers, including those that support the use of medication-assisted treatment.

Whenever possible, RSAT participation should be limited to inmates with 6 to 12 months remaining in their confinement.

Jail-based program design should be based on effective scientific practices that:

- Engage inmates for at least 3 months.
- Focus on inmates' substance use diagnosis and addiction-related needs.
- Develop inmates' cognitive, behavioral, social, vocational, and other skills to solve substance abuse and related problems.
- 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.
- Prepare offenders for successful community reintegration, which may include post-release referral to appropriate evidence-based aftercare treatment and/or service providers, including those that support the use of medication-assisted treatment.

Jail-based programs are required to separate the treatment population from the general correctional population.

Allocation to local correctional and detention facilities should account for at least ten percent of the total state allocation for fiscal year (FY) 2019—provided such facilities exist—and be used for either residential substance use treatment programs or jail-based substance use treatment programs that meet the aforementioned criteria. BJA requires that priority consideration be given to support programs in rural and tribal areas.

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 abuse 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, halfway houses, self-help, and peer group programs. To qualify as an aftercare program, the head of the substance use treatment program must work in conjunction with state and local authorities and

organizations involved in substance use treatment to assist in the placement of program participants into community substance use treatment facilities on release. In addition, states should coordinate these activities with any Substance Abuse and Mental Health Services Administration (SAMHSA)-funded state and/or local programs that address the needs of this target population. A state may use amounts received for community reintegration 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.

Evidence-Based Programs or Practices

OJP strongly emphasizes the use of data and evidence in policy making and program development in criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

Information Regarding Potential Evaluation of Programs and Activities

Applicants should note OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the [OJP Grant Application Resource Guide](#) section, entitled, “Information Regarding Potential Evaluation of Programs and Activities.”

B. Federal Award Information

Each participating state is allocated a base award of 0.4 percent of the total funds available for RSAT. BJA will allocate a portion of the total remaining funds to each participating state in the same percentage that the state’s prison population represents relative to the total prison population of all states. BJA estimates that it will make up to 56 awards for an estimated total of \$12,000,000 for a 48-month period of performance, beginning on October 1, 2019.

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

Type of Award

BJA expects that it will make any award from this solicitation in the form of a grant. See the “Administrative, National Policy, and Other Legal Requirements” section of the [OJP Grant 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 (and cooperative agreements).

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 Requirements² as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. 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.

² 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.

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**. See [OJP Grant Application Resource Guide](#) for additional information on this match requirement.

Pre-Agreement Costs (also known as Pre-award Costs)

Pre-agreement costs are costs 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; an applicant must request and obtain the prior written approval of OJP for all such costs. All such costs incurred prior to award and prior to approval of the costs are incurred at the sole risk of the applicant. (Generally, no applicant should incur project costs **before** submitting an application requesting federal funding for those costs.) Should there be extenuating circumstances that make it appropriate for OJP to consider approving pre-agreement costs, the applicant may contact the point of contact listed on the title page of the solicitation for the requirements concerning written requests for approval. If approved in advance by OJP, award funds may be used for pre-agreement costs, consistent with the recipient's approved budget and applicable cost principles. See the section on Costs Requiring Prior Approval in the DOJ Grants Financial Guide Post award Requirements at <https://ojp.gov/financialguide/DOJ/index.htm> for more information.

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 OJP and DOJ policy and guidance on approval, planning, and reporting of such events. See [OJP Grant Application Resource Guide](#) for information.

Costs Associated with Language Assistance (if applicable)

See the [OJP Grant Application Resource Guide](#) for information on costs associated with language assistance that may be allowable

C. Eligibility Information

For eligibility information, see the title page.

For information on cost sharing or match requirements, see [Section B. Federal Award Information](#).

D. Application and Submission Information

What an Application Should Include

See the “Application Elements and Formatting Instructions” section of the OJP Grant Application Resource Guide for information on, among other things, what happens to an application that does not contain all the specified elements. (This solicitation expressly modifies the “Application Elements and Formatting Instructions” section of the OJP Grant Application Resource Guide by not incorporating paragraph two of that section (referring to nonresponsive applications or applications missing critical elements not “[proceeding] to peer review”).)

1. Complete the Application for Federal Assistance (Standard Form (SF)-424)

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

Intergovernmental Review: This solicitation ("funding opportunity") is subject to [Executive Order 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/2017/11/Intergovernmental_-Review-_SPOC_01_2018_OFFM.pdf. If the applicant's State appears on the SPOC list, the applicant must contact the State SPOC to find out about, and comply with, the State's process under E.O. 12372. In completing 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 the response that the: "Program is subject to E.O. 12372, but has not been selected by the State for review.").

2. Project Abstract

Applications should include a high quality project abstract that summarizes the proposed project in 400 words or less. Project abstracts should be –

- Written for a general public audience.
- Submitted as a separate attachment with "Project Abstract" as part of its file name.
- Single-spaced, using a standard 12-point font (such as Times New Roman) with 1-inch margins.

All project abstracts should follow the detailed template available at <http://ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf>.

As a separate attachment, the project abstract will **not** count against the 20-page limit for the program narrative.

3. Program Narrative

The program narrative must be double-spaced, using a standard 12-point font (Times New Roman preferred); have no less than 1-inch margins; should not exceed 20 pages; and pages should be numbered.

Applicants must submit a narrative that describes the proposed program activities for FY 2019 and changes, if any, since the previous application. The following sections should be included as part of the program narrative³:

a. Statement of the Problem

b. **Project Design and Implementation.** The following bulleted information should be included in this section:

- Program objectives.
- Implementation process.

³ For information on subawards (including the details on proposed subawards that should be included in the application), see "Budget and Associated Documentation" under [Section D. Application and Submission Information](#).

- Description of any changes in state law or policy requiring substance use testing of individuals in correctional/residential substance use treatment programs, including individuals released but remaining in state custody.
 - Number, or estimated number, of individuals tested for the use of illegal substances during the last calendar year.
 - Explanation of how the state coordinated the design and implementation of treatment programs between state correctional representatives and 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).
 - Description of existing treatment service(s)/practice(s), including medication-assisted treatment (MAT) available for residential substance use treatment participants, and how those services are currently monitored for quality and effectiveness. Discuss the evidence that shows that the treatment service(s) and/or practice(s) is/are effective with the target population. If the evidence is limited or nonexistent for the target population, provide other information to support the intervention selected, including validated screening and assessment tools used to support the intervention. Provide local data and any evaluation findings that demonstrate the program's impact on both individuals and the community.
 - Explanation of how funded programs will address the addition of opioid abuse reduction treatment and services.
 - Description of how the applicant will allocate funds toward local correctional and detention facilities with priority consideration given to rural and tribal areas.
 - Description of how the applicant will ensure that offenders who participate in the RSAT program established or implemented with these federal funds will be provided with community reintegration services. 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. Describe the reintegration services that will be provided.
 - Explanation of how the state will coordinate RSAT's design and implementation at the state and local levels and how funds will be coordinated with federal assistance for substance use treatment and reintegration services provided by SAMHSA.
 - Explanation of how the state might coordinate RSAT-funded programs with the federal Second Chance Act (SCA) (if applicable) (see <https://csqjusticecenter.org/nrrc/projects/second-chance-act>). If no coordination with SCA is planned, briefly describe why.
 - Explanation of planning and implementation strategies to: (1) identify and enroll uninsured individuals into Medicaid or other health insurance; and (2) increase access to and use of primary health care and substance use 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.
 - Description of any federal awards, including other DOJ awards, which also will support RSAT efforts.
- c. **Plan for Collecting the Data Required for this Solicitation's Performance Measures**
 OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the goals, objectives, and deliverables identified under "Objectives" in [Section A. Program Description](#).

Applicants should visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

The application should demonstrate the applicant's understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data should it receive funding.

Please note that applicants are **not** required to submit performance data with the application. Performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

Post award, recipients will be required to provide relevant data by submitting quarterly performance metrics through BJA's online Performance Measurement Tool (PMT) located at: <https://bjapmt.ojp.gov>. Applicants should review the complete list of RSAT performance measures found here: <https://bjapmt.ojp.gov/help/RSATPerformanceMeasures.pdf>.

Note on Project Evaluations

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

- d. **Time/Task Plan.** Include a Time/Task Plan that identifies the dates of the major tasks/activities of your RSAT Program.

4. Budget Information and Associated Documentation

See the Budget Preparation and Submission Information section of the [OJP Grant Application Resource Guide](#) for details on the Budget Detail Worksheet, and on budget information and associated documentation, such as information on proposed subawards, proposed procurement contracts under awards, and pre-agreement costs.

5. Indirect Cost Rate Agreement (if applicable)

See the Budget Preparation and Submission Information section of the [OJP Grant Application Resource Guide](#) for information.

6. Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)

Every OJP applicant (other than an individual applying in his or her personal capacity) is required to download, complete, and submit the OJP Financial Management and System of Internal Controls Questionnaire (Questionnaire) at <https://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf> as part of its application. See the [OJP Grant Application Resource Guide](#) for additional information and submission instructions for this Questionnaire.

7. Disclosure of Lobbying Activities

Each applicant must complete and submit this information. See the [OJP Grant Application Resource Guide](#) for additional information and submission instructions for this disclosure.

8. Applicant Disclosure of Pending Applications

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 this solicitation, and (2) would cover any identical cost items outlined in the budget submitted to OJP as part of the application under this solicitation. For additional information on the submission requirements for this disclosure, see the [OJP Grant Application Resource Guide](#).

9. Applicant Disclosure and Justification – DOJ High Risk Grantees⁴ (if applicable)

An applicant that is designated as a DOJ High Risk Grantee is to submit in GMS, as a separate attachment to its application, information that OJP will use, 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.” (See, also, “Review Process,” below, under Section E. Application Review Information, for a brief discussion of how such information may be considered in the application review process.) See the [OJP Grant Application Resource Guide](#) for additional information and submission instructions for this disclosure.

10. 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. For additional information regarding demonstrating research/evaluation independence and integrity, including appropriate safeguards, see the [OJP Grant Application Resource Guide](#).

How To Apply

An applicant must submit its application through the [Grants Management System \(GMS\)](#), which provides support for the application, award, and management of awards at OJP. Find information, registration and submission steps on how to apply in GMS in response to this solicitation under **How to Apply (GMS)** in the [OJP Grant Application Resource Guide](#).

E. Application Review Information

Review Process

OJP is committed to ensuring a fair and open process for making awards. BJA reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation. See the [OJP Grant Application Resource Guide](#) for information on the application review process for this solicitation.

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 (currently, the Federal Awardee Performance and Integrity Information System; “FAPIIS”).

⁴ A “DOJ High Risk Grantee” is a 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, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

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

Absent explicit statutory authorization or written delegation of authority to the contrary, the Assistant Attorney General will make all final award decisions.

F. Federal Award Administration Information

Federal Award Notices

See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

Administrative, National Policy, and Other Legal Requirements

OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application. See the [OJP Grant Application Resource Guide](#) for additional information on administrative, national policy, and other legal requirements.

Information Technology (IT) Security Clauses

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

General Information about Post-Federal Award Reporting Requirements

In addition to the deliverables identified in [Section A. Program Description](#), any recipient of an award under this solicitation will be required to submit the following reports and data.

Required reports. Recipients typically must submit quarterly financial reports, semi-annual reports, final financial and progress 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.)

Awards that exceed \$500,000 will include an additional condition that, under specific circumstances, will require the recipient to report (to FAPIIS) information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either the OJP award or any other grant, cooperative agreement, or procurement contract from the federal government. Additional information on this reporting requirement appears in the text of the award condition posted on the OJP website at <http://ojp.gov/funding/FAPIIS.htm>.

Data on performance measures. In addition to required reports, each award recipient also must provide data that measure the results of the work done under the award. To demonstrate program progress and success, as well as to assist DOJ with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, OJP will require any award recipient, post award, to provide performance data as part of regular progress reporting. Successful applicants will be required to access OJP's performance measurement page at

www.ojp.gov/performance for an overview of performance measurement activities at OJP. Performance measures for this program are found here: <https://bjapmt.ojp.gov/help/RSATPerformanceMeasures.pdf>.

G. Federal Awarding Agency Contact(s)

For OJP contact(s), see the title page.

For contact information for GMS, see the title page.

H. Other Information

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

All applications submitted to OJP (including all attachments to applications) are subject to the federal Freedom of Information Act (FOIA) and to the Privacy Act. See the [OJP Grant Application Resource Guide](#) for information on DOJ and OJP processes with regard to application information requested pursuant to FOIA.

Provide Feedback to OJP

To assist OJP in improving its application and award processes, OJP encourages applicants to provide feedback on this solicitation, the application submission process, and/or the application review process. See the [OJP Grant Application Resource Guide](#) for information on providing solicitation feedback to OJP.

Appendix A: Application Checklist FY 2019 Residential Substance Abuse Treatment (RSAT) for State Prisoners Program

This application checklist has been created to assist in developing an application.

What an Applicant Should Do:

Prior to Registering in GMS:

- _____ Acquire a DUNS Number (see the [OJP Grant Application Resource Guide](#))
- _____ Acquire or renew registration with SAM (see the [OJP Grant Application Resource Guide](#))

To Register with GMS:

- _____ For new users, acquire a GMS username and password* (see the [OJP Grant Application Resource Guide](#))
- _____ For existing users, check GMS username and password* to ensure account access (see the [OJP Grant Application Resource Guide](#))
- _____ Verify SAM registration in GMS (see the [OJP Grant Application Resource Guide](#))
- _____ Search for correct funding opportunity in GMS (see the [OJP Grant Application Resource Guide](#))
- _____ Register by selecting the “Apply Online” button associated with the funding opportunity title (see the [OJP Grant Application Resource Guide](#))
- _____ Read OJP policy and guidance on conference approval, planning, and reporting available at ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm (see the [OJP Grant Application Resource Guide](#))
- _____ If experiencing technical difficulties in GMS, contact GMS Support (see page 2)

*Password Reset Notice – GMS users are reminded that while password reset capabilities exist, this function is only associated with points of contacts designated within GMS at the time the account was established. Neither OJP nor the GMS Help Desk will initiate a password reset unless requested by the authorized official or a designated point of contact associated with an award or application.

Overview of Post-Award Legal Requirements:

- _____ Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards](#)" in the OJP Funding Resource Center.

Scope Requirement:

- _____ The federal amount requested is within the allowable limit(s).

Eligibility Requirement:

Eligible applicants are limited to states. For purposes of this solicitation, “states” are defined as all U.S. states, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, American Samoa, Guam, and the Northern Mariana Islands.

What an Application Should Include:

- Application for Federal Assistance (SF-424) (see page 8)
- Intergovernmental Review (see page 8)
- Project Abstract (see page 8)
- Program Narrative (see page 8)
- Budget Detail Worksheet (including Narrative) (see page 10)
- Indirect Cost Rate Agreement (if applicable) (see page 10)
- Financial Management and System of Internal Controls Questionnaire (see page 10)
- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see page 11)

Additional Attachments

- Applicant Disclosure of Pending Applications (see page 11)
- Applicant Disclosure and Justification – DOJ High Risk Grantees (see page 11)
- Research and Evaluation Independence and Integrity (see page 11)