

Idaho State Police
Planning, Grants, & Research

U.S. Department of Justice
Bureau of Justice Assistance

**2022 Residential Substance Abuse Treatment (RSAT) for
State Prisoners Program
Request for Proposals (RFP)**
Assistance Listing Number: 16.593

Solicitation Release Date: 12/21/22

Submission Deadline:
January 20, 2023 by 6:00 p.m. MST (Mountain Standard Time)

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Residential Substance Abuse Treatment (RSAT)

(Assistance Listing Number: 16.593)

The Residential Substance Abuse Treatment (RSAT) for State Prisoners Program (42 U.S.C. § 3796ff *et seq.*) assists states, local governments and federally recognized Indian Tribal governments to develop and implement residential substance abuse treatment programs in state, local and tribal correctional and detention facilities and to create and maintain community-based aftercare services for offenders. This program furthers DOJ's mission by assisting state, local, and tribal efforts to break the cycle of drug use and violence by reducing the demand for, use, and trafficking of illegal drugs.

Statutory Authority

34 U.S.C. § 10421 *et. Seq*

Eligibility

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

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

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

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

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

SAM Registration

Applicants are required to have an active System for Award Management (SAM) registration and keep it updated at all times during which it has an active award or application. If an applicant does not have an active SAM registration, they should immediately register online with SAM to obtain a Unique Entity Identification (UEI). The registration process may take up to two (2) weeks. Entities that are currently registered in SAM.gov already have UEI which can be viewed in SAM.gov. Planning, Grants and Research (PGR) may not make an award to an applicant until the applicant has complied with all applicable UEI and SAM requirements and, if an applicant has not fully complied with these requirements by the time PGR is ready to make an award, then PGR may determine that the applicant is not qualified to receive an award. See 2 C.F.R. §§ 25.200, 25.205.

PGR Grants Management System (GMS)

Subgrantees must have an account in GMS in order to complete and submit STOP applications. To create an account or sign into GMS go to <https://www.isp.idaho.gov/gms/>.

Applicants are required to certify, via an electronic acceptance, that they are the signing authority, or have been delegated as such, by the chief executive officer of the applicant agency.

Instructions for completing the application are located in the Resources section of PGR's website <http://www.isp.idaho.gov/pgr>. Note: These are general instructions and apply to all new applications awarded through PGR; therefore, some sections may not be applicable. All required components will be outlined in this solicitation.

GMS WILL allow subgrantees to submit an application WITHOUT all required components, so make sure all requirements are completed (see Application Checklist. An application may be considered non-responsive if all required application components are not addressed or attached.

Deadline

Applications are due January 20, 2023, no later than 6:00 p.m. Mountain Standard Time (MST).

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

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

Contact Information

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

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

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

Availability of Funds

A total of \$449,247 (\$120,345 FY2021, \$328,902 FY2022) is available for new RSAT projects. There is no minimum or maximum application amount. Applicants should request adequate funding to implement the proposed project for one year. The project year will run from January 1, 2023 to December 31, 2023.

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

RSAT Program Information

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

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

RSAT Program Requirements

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

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

- Require urinalysis and/or other proven reliable forms of drug and alcohol testing for program participants, including both periodic and random testing, and for former participants while they remain in the custody of the state or local government.
- Provide residential treatment facilities set apart—in a separate facility or dedicated housing unit in a facility exclusively for use by RSAT participants—from the general correctional population. RSAT residential program participation should be limited to individuals who are incarcerated with 6 to 12 months remaining in their confinement
- Ensure that individuals who participate in the BJA-funded substance abuse treatment program will be provided with aftercare services when they leave incarceration. These services must involve coordination between the correctional treatment program and other social service and rehabilitation programs such as education and job training, parole supervision, halfway house, self-help, and peer group programs that may aid in the rehabilitation of individuals in the substance abuse treatment program.
- Coordinate with the federal assistance for substance abuse treatment and aftercare services currently provided by the Department of Health and Human Services' Substance Abuse and Mental Health Services Administration (SAMHSA). RSAT funding may be used for medication-assisted treatment, such as long-acting injectable anti-psychotic medications, to improve treatment adherence and reduce risk for relapse and re-incarceration.

At least 10 percent of the total state allocation for FY 2022 must be allocated to local correctional and detention facilities to be used for either residential substance use disorder treatment programs or jail-based substance use disorder treatment programs that engage individuals for at least 3 months; request periodic/random drug testing while in the program; establish therapeutic communities; and provide aftercare services or are effective, evidence-based, and established by local correctional facilities.

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 abuse treatment program must work in conjunction with state and local authorities and organizations involved in substance abuse treatment to place program participants into community substance abuse treatment facilities upon their release. In addition, these activities should be coordinated with any SAMHSA-funded state and/or local programs that address the needs of this target population.

Evidence-Based Programs or Practices:

OJP places a strong emphasis on the use of data and evidence in policy making and program development in criminal justice. For additional information and resources on evidence-based programs or practices, see [OJP Grant Application Resource Guide](#).

Medication-assisted Treatment (MAT) is an evidence-based substance use disorder treatment protocol, including the use of medications in combination with counseling and behavioral therapies, and BJA supports making it available to individuals under the care and prescription of a physician or other qualified health care providers.

Financial Management and System of Internal Controls

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

Budget Information:

Supplanting:

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

Prohibited Uses:

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

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.

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

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

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

The formula for calculating the match is:

$$\frac{\text{Federal Award Amount}}{\text{Federal Share Percentage}} = \text{Adjusted (Total) Project Costs}$$

Required Recipient's Share Percentage x Adjusted Project Cost = Required Match

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

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

Costs Associated with Language Assistance (if applicable):

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

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs

See the [OJP Grant Application Resource Guide](#) for information on Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs.

Reporting Requirements

Federal Performance Measures:

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

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

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

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

Required Application Components

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

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

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

When completing the Program Narrative be sure to:

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

The Program Narrative **must** include:

1. Statement of the Problem

- Describe why this project/these proposed activities are necessary (significance/value) and/or address a need. Provide supporting information with current relevant data **specific** to the area, agency and/or project. Include crime rates (where applicable), geographic location served, and local demographics. Some data source examples include:
 - Applicant/Implementing Agency
 - Crime In Idaho Report
 - Crime in Idaho Database
 - United States Census Bureau
 - Idaho Statistical Analysis Center Publications

2. Project Design and Implementation

- a. State amount of federal funds being requested. If applicable, identify any other funding sources that support the proposed project.
- b. Provide a detailed description of the project.
 - Describe the implementation process, including a time/task plan that identifies the dates of the major tasks/activities of your RSAT program.
- c. Identify if the proposed project is evidence-based, a best practice model, or if any objective research or evidence shows that the proposed project will be successful. Go to [CrimeSolutions.gov](https://www.crimesolutions.gov) to find information on evidence-based programs in criminal justice, juvenile justice, and crime victim services.
- d. Describe how the requirements for urinalysis and/or other proven reliable forms of drug and alcohol testing for program participants will be complied with.
- e. Explanation of how the program will support existing efforts to address opioid use, including the current ability to provide MAT, and how the applicant will support the expansion of MAT and the availability of all three FDA-approved medications in prisons and jails.

- f. Description of how the applicant will ensure that individuals who participate in the RSAT program established or implemented with these funds will be provided with the full continuum of recovery and aftercare services, which may include human service and rehabilitation programs such as treatment programs, educational and job training programs, parole supervision programs, halfway house programs, and participation in self-help and peer group programs.
- g. 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.
- h. Explanation of how the applicant will coordinate with substance use disorder treatment and reintegration services provided by SAMHSA.
- i. Capabilities and Competencies
 - Describe the capabilities and competencies to accomplish the goals and objectives of the project.
- j. Plan for Collecting the Data Required for this Solicitation’s Performance Measures
 - Describe the process for measuring project performance. Identify who will collect the data, who is responsible for performance measurements, and how the information will be used to guide and evaluate the impact of the project. Describe the process to accurately report data.

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

3. Goals, Objectives, and Performance Measures

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

4. Budget and Budget Worksheet

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

Budget Narratives Must:

- Thoroughly and clearly describe **every** expense listed under that budget category. PGR expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).
- Must be mathematically sound and correspond with the information and figures provided in the Description and Calculation sections of each category.
- Must explain how the applicant estimated and calculated all costs, and how they are relevant to the completion of the proposed project.
- If applicable, describe the organization’s procurement process under the corresponding narrative section.

Budget Considerations:

- Personnel included in your budget must be discussed and justified in the grant program narrative. List the person’s name and position.

- Any position that is 100% funded through grant funds and/or match must be 100% dedicated to RSAT activities.
- Supplanting Prohibition - RSAT funds can be used to *supplement* existing state and local funds for program activities, but must *not replace* (supplant) those funds that have been appropriated for the same purpose and previously paid for by state or local funds.

Indirect Funds

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

Match/Cost-sharing

There is a 25% match requirement for RSAT funds.

- Match calculations and narratives, including identifying match sources (state or local funds, donations, etc.), and how matching funds will be used, must be included in the Budget Detail Worksheet.
- Funds from other federal sources cannot be used for match.
- Funds or in-kind resources used as match must be directly related to the RSAT project.
- Sources of match are restricted to the same requirements as funds allocated under RSAT and must be documented in the same manner as RSAT funds, including financial and programmatic reports, and have back-up documentation (i.e. timesheets, meeting sign-in sheets, etc).

Formula for Calculating Match:

- Award Amount ÷ 75% (federal share) = Adjusted Project Costs
- Adjusted Project Costs x 25% (subgrantee share) = Required Match

Once the Budget Detail Worksheet is completed, expense and match budget category totals must be entered in the Budget section in GMS (between Goals and Attachments).

If funded, adjustments must be **pre-approved by PGR**. If you have any questions regarding allowable costs, please contact PGR for clarification.

5. Indirect Cost Rate Agreement or De Minimis Eligibility

Applicants with a current approved indirect cost rate **must** attach a copy of the indirect cost rate agreement to the application, if they are requesting reimbursement for indirect. If an applicant does not have an existing approved indirect cost rate agreement with a federal cognizant agency, the applicant **must** attach a written document addressing their eligibility to use the “de minimis” rate, including applicants’ election to do so.

6. Financial Administration

- Provide complete responses to the **Financial Accounting Practices (Appendix A)**. Each applicant must prepare a response to all nine (9) of the questions. The attachment must be no more than three (3) pages.
- Download and complete the “[Financial Management and System of Internal Controls Questionnaire](#)” and submit as a separate attachment to your application. Some applicants may have completed this form for another PGR application. If there are no changes to the answers or signing authority and the form was completed in the current calendar year, it does not need updated signatures and date, but it must be attached to the RSAT application.
- **PGR Risk Assessment**
Fill out the first sheet titled “Applicant” and attach to the application as an **EXCEL file**. The file is located at: <https://isp.idaho.gov/pgr/rsat/>. An applicant may be designated “high-risk” based on an assessment of current or previous funding, unresolved audit issues, delinquent programmatic and financial reporting, and prior performance. Awards to high-risk applicants may carry special conditions such as increased monitoring and/or prohibitions on drawing funds until certain requirements are met.

Note: Both the Questionnaire and the Financial Accounting Practices (two separate documents) are required and should only be completed by financial staff most familiar with the applicant’s systems, policies, and procedures in order to ensure that the correct responses are submitted to PGR. Both will directly impact the subgrantee risk assessment and should accurately reflect the applicant’s financial accounting practices, management, and internal control system at the time of the application.

Among other things, the Questionnaire requires each applicant to disclose whether they are currently designated high risk by another federal grant making agency must disclose that status. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another federal grant making agency, the applicant must include the following at the time of application submission:

- The federal awarding agency that currently designated the applicant as the high risk.
- Date the applicant was designated high risk.

- The high-risk point of contact name, phone number, and email address, from that federal agency.
- Reasons for the high-risk status, as set out by the federal awarding agency.

PGR seeks this information to ensure appropriate federal oversight of any grant award. Disclosing this high-risk information does not disqualify any organization from receiving an OJP award. However, if awarded, additional grant oversight may be included, if necessary, in the award documentation.

7. Letter of Non-supplanting

All applicants must submit a letter on agency letterhead signed by the Authorized Representative, certifying that federal funds will not be used to supplant state or local funds should a grant award be made (See Attachment C for a sample letter).

8. Disclosure of Lobbying Activities

All applicants must complete and submit a Disclosure of Lobbying Activities form (SF-LLL) available at: <https://isp.idaho.gov/pgr/rsat/>. Applicants that expend any funds for lobbying activities are to provide all of the information requested on the form. **Instructions: Enter your agency Name and Address in item 4. Applicants that do not expend any funds for lobbying activities are to enter “N/A” in the text boxes for item 10 (“a. Name and Address of Lobbying Registrant” and “b. Individuals Performing Services”). Fill out item 11.**

9. Disclosure of Pending Applications/Duplication in Cost Items

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

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

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

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

10. Tribal Authorizing Resolution

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

11. Research and Evaluation Independence and Integrity

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

12. Applicant Disclosure and Justification –Grantees Designated as High Risk by DOJ

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

13. Assurances and Certifications

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

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

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

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

Additional Requirements and Guidelines

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

- ["General Conditions" for OJP Awards in FY 2022](#)
- [Financial Requirements](#)
- [Organizational Requirements](#)
- [Civil Rights Requirements](#)
- [Requirements related to Research](#)
- [Reporting Requirements and Certain Other Requirements](#)

Application Checklist

Prior to Application

- SAM Registration
- PGR Grants Management System (GMS) account

Application Required Components

Program Narrative

- Statement of the Problem
- Project Design and Implementation

Required Application Attachments

- **Budget Worksheet** - required [Expense/Match Budget Detail Worksheet](#) includes sections for calculations and narratives, **and must be attached to the application as an Excel document.**
- **Financial Accounting Practices (Appendix A).**
- [Financial Management and System of Internal Controls Questionnaire](#)
- **PGR Risk Assessment**
- **Non-supplanting Letter (sample in Appendix B)**
- **Disclosure of Lobbying Activities**
- **Disclosure of Pending Applications/Duplication in Cost Items (Appendix C)**

Additional Attachments (if applicable)

- **Approved Indirect Cost Rate Agreement, or**
 - **Statement of De Minimis Eligibility (Appendix D)**
- **Tribal Authorizing Resolution Certification Documentation**
- **Research and Evaluation Independence and Integrity**
- **DOJ High Risk Grantee Applicant Disclosure and Justification**

Appendix A

Financial Accounting Practices

Each applicant must prepare a response to all nine (9) of the following questions. PGR will review the subgrantee's responses to assist in evaluating the adequacy of the applicant's financial management system and to identify areas of need for training and technical assistance. The attachment must be no more than three (3) pages.

1. Will all funds awarded under this program be maintained in a manner that they will be accounted for separately and distinctly from other sources of revenue/funding? Provide a brief description of the applicant's policies and procedures that ensure funds will be tracked appropriately.
2. Does the applicant have written accounting policies and procedures? How often are these policies and procedures updated? Provide a brief list of the topics covered in the applicant's policies and procedures. OVW may request a copy for review during the application/award process or as part of the grant monitoring process.
3. Is the applicant's financial management system able to track actual expenditures and outlays with budgeted amounts for each grant? Provide a brief summary of the organization's process for tracking expenditures, including tracking budgeted versus actual amounts.
4. Does the applicant have effective internal controls in place to ensure that federal funds are used solely for authorized purposes? Provide a brief description of the applicant's internal controls that will provide reasonable assurance that the award funds will be managed properly.
5. Does the applicant have a documented records retention policy? If so, briefly describe the policy and confirm that the policy complies with federal regulations. Information on Record Retention and Access can be found at 2 C.F.R. 200.334-200.338.
6. Does the applicant or any of its employees have any potential personal or organizational conflicts of interest related to the possible receipt of BJA award funds? Applicants are required to disclose in writing any potential conflicts of interest to PGR. See 2 C.F.R. 200.112 and Chapter 3.20, Grant Fraud, Waste and Abuse, of the DOJ Financial Guide for additional information.
7. Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. Part 200)? Provide a short list of the individual's qualifications/experience.
8. Does the applicant have policies and procedures in place to manage subawards and monitor activities of subrecipients as necessary to ensure that subawards are used for authorized purposes, in compliance with laws, regulation, and terms and conditions of the award; and that established subaward performance goals are achieved (2 C.F.R. §§ 200.330-332)? Please provide a brief description of the organization's policies and procedures on subrecipient management and monitoring, if applicable.
9. Does the applicant currently require employees to maintain time distribution records that accurately reflect the work performed on specific activities or cost objectives in order to support the distribution of employees' salaries among federal awards or other activities (2 C.F.R. 200.430)? Budget estimates do not qualify as support for charges to federal awards. Provide a brief description of the organization's established timekeeping policies and procedures.

Non-supplanting Sample Letter

[Applicant Letterhead]

[Date]

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

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

Sincerely,

[Applicant Authorizing Official]

Applicant Disclosure of Duplication in Cost Items - 2022 Residential Substance Abuse Treatment (RSAT) for State Prisoners Program

(Agency) does not have (and is not proposed as a subrecipient under) any pending applications submitted within the last 12 months for federally-funded grants or cooperative agreements (or for subawards under federal grants or cooperative agreements) that request funding to support the same project being proposed in this application and that would cover any identical cost items outlined in the budget submitted as part of this application.

OR

Describe the pending application and funding source that was submitted within the last 12 months for federally-funded grants or cooperative agreements (or for subawards under federal grants or cooperative agreements). This application requests funding to support the same project being proposed in this application and would cover any identical cost items outlined in the budget submitted as part of this application.

Eligibility for De Minimis

[Applicant Letterhead]

[Date]

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

[Name of applicant] does not have an existing approved indirect cost rate agreement with a federal cognizant agency. Therefore, we are electing to use the “de minimis” rate, for which we are eligible.”

Sincerely,

[Applicant Authorizing Official]