

FY 2023 Residential Substance Abuse Treatment (RSAT) for State Prisoners Program Solicitation

First Award Period of Three-Year Grant Cycle

February 1, 2024 – January 31, 2024

Electronic Submission Deadline

January 31, 2024

5:00 p.m. MT

Revised 12/20/23

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Residential Substance Abuse Treatment (RSAT)

(Assistance Listing Number: 16.593)

The Residential Substance Abuse Treatment (RSAT) for State Prisoners Program 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 increase access to evidence-based prevention and treatment and reduce overdose deaths.

Statutory Authority

Public Law 90-351, Title I, Sec. 1901 (codified at 34 U.S.C. 10421); Department of Justice Appropriations Act, 2023 (Public Law 117-328; 136 Stat. 4459, 4537).

Activities supported by this are determined by statute, federal regulations, and the Bureau of Justice Assistance (BJA). If an applicant receives a subaward, the funded project is bound by this solicitation, the [DOJ Grants Financial Guide](#), including any updates; and the conditions of the subaward. In addition to the program eligibility requirements stated in the Act, the Department of Justice has issued guidelines to implement the RSAT funds. A complete copy of the RSAT Frequently Asked Questions is available at <https://bja.ojp.gov/doc/rsat-faq.pdf>.

Eligibility

To apply for the 2023 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). These strategic planning activities must include planning on how to address individuals with co-occurring mental health and opioid use disorders.

Unique Entity Identification (UEI)

Applicants are required to have a Unique Entity Identification (UEI). If an applicant does not have an UEI, they should immediately request one online with SAM.gov. Entities that are currently registered in SAM.gov already have UEI which can be viewed in SAM.gov. Planning, Grants and Research (PGR) cannot

make an award unless the applicant has obtained and provided a unique entity identifier. See 2 C.F.R. §§ 25.300.

PGR Grants Management System (GMS)

Subgrantees must have an account in GMS in order to complete and submit 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 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 31, 2024, no later than 5:00 p.m. Mountain Time (MT).

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.

Note: Any materials submitted as part of this application may be released pursuant to a request under the Freedom of Information Act.

Contact Information

If you have questions about applying for funding, questions about this solicitation, or need assistance submitting an application, please contact Misty Kifer at misty.kifer@isp.idaho.gov (208-884-7054) or PGR at 208-884-7040.

Award Information

Term of the Award

Projects are funded on a 12-month cycle with the project year running from February 1, 2024 to January 31, 2024. RSAT 2023 will be the beginning of a three (3) year cycle for RSAT awards in Idaho. Projects awarded for 2023 will be eligible to apply for continuation funding for 2024 and 2025, subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by the agency or by law. If projects are not operational within 90 days of the start date, subgrantees must contact PGR or funds may be withdrawn and/or re-awarded.

If an entity has become eligible for RSAT funding and wishes to receive RSAT fund after the FY23 cycle, they may fill out a RSAT Funding Interest Form at <https://isp.idaho.gov/pgr/rsat/> and email to PGR@isp.idaho.gov.

*Pre-award costs are unallowable unless the applicant received prior approval from PGR.

Availability of Funds

A total of \$476,332 (\$86,632 FY2022, \$389,700 FY2023) is available for new RSAT projects.

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 SUD treatment programs in jails, or to initiate or continue evidence-based SUD treatment programs in pretrial populations, and/ or foster connections to SUD treatment in the community upon pretrial release.

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

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

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. Funds from other federal sources cannot be used for match. Cash 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.).

The formula for calculating the match is:

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

Example:

Match requirement - 75/25 (federal share/recipient share). Award = \$350,000

Step 1 - \$350,000 ÷ 75% of federal share = \$466,667

Step 2 - \$466,667 x 25% of recipient's share = \$116,667

RSAT Program Information

The RSAT Program assists states with developing and implementing residential SUD treatment programs within state correctional facilities, as well as within local correctional and detention facilities, in which persons are incarcerated for a period of time sufficient to permit SUD treatment. Given the strong nexus between substance use and mental health disorders in prisons and jails, BJA is committed to ensuring that RSAT Program funding be used to treat underlying mental health disorders in addition to SUDs. BJA also encourages the inclusion of any of the three FDA-approved MAT options as part of any substance

use or co-occurring mental health and substance use disorder treatment program for individuals incarcerated in the nation's prisons and jails.

The goal of the RSAT Program is to assist state, local, and tribal efforts to increase access to evidence-based prevention and SUD treatment and reduce overdose deaths. RSAT enhances the capability of states and units of local and tribal government 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 MAT to incarcerated individuals with OUD; prepare individuals for reintegration into communities, including supporting continuity of treatment for OUD treatment and recovery supports prior to release, and; assist individuals and communities through the reentry process by delivering community-based treatment, recovery, and other broad-based aftercare services to support successful reentry and continuity of care.

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's requirements, which support the implementation of a residential program that engages individuals who are incarcerated in prison or juvenile detention centers for 6–12 months and individuals who are incarcerated in jail for at least 3 months, include:

- Requiring urinalysis and/or other proven reliable forms of drug and alcohol testing, including both periodic and random testing, for program participants and former participants while they remain in the custody of the state or local government.
- Providing 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.
- Ensuring that individuals who participate in the BJA-funded SUD treatment program will be provided with aftercare services when they leave incarceration. These services must involve coordination of the correctional facility treatment program with other human services and recovery support services and programs such as educational and job training, parole supervision, and recovery housing, as well as participation in individual and peer group programs that provide ongoing support for maintenance of long-term recovery after reentry.
- Coordinating use of RSAT and any federal funding received from the Department of Health and Human Services' Substance Abuse and Mental Health Services Administration (SAMHSA) to support SUD treatment, including MAT, and aftercare services.

RSAT Program residential participation is limited to individuals who are incarcerated with 6 to 12 months remaining in their confinement in a prison or juvenile detention center or with 3 months remaining in their confinement in a jail.

At least 10 percent of the total state allocation for FY 2023 must be allocated to local correctional and detention facilities to be used for either residential SUD treatment programs in jails, or to initiate or continue evidence-based SUD treatment programs in pretrial populations, and/ or foster connections to SUD treatment in the community upon pretrial release.

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 corrections-based SUD treatment program provided under this program continue to be offered SUD treatment services in the community. To qualify as an aftercare program, the head of the SUD treatment program must work in conjunction with state and local authorities and organizations to place program participants into community-based residential or non-residential SUD treatment facilities upon their release. However, a state may use funding to support placement in nonresidential SUD treatment aftercare only 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 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, see the [OJP Grant Application Resource Guide](#).

Information Regarding Potential Evaluation of Programs and Activities

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.”

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), facility population, 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 how funds will be used to support residential SUD treatment and recovery services in prisons, juvenile detention centers, and jails.
- c. Briefly describe the effectiveness and evidence-based nature of existing treatment service(s)/practice(s). 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 following criteria will be/are met:
 - Engage individuals with SUD or co-occurring substance use and mental health disorders for a period of 6–12 months in prisons or juvenile detention centers or for at least 3 months in jails.
 - Require periodic/random drug testing while individuals are in the program and under community supervision.
 - Provide programming set apart from the general population.
 - Provide aftercare services.
- e. If a detention/Jailed based program, 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.
- f. Explanation of how the program will support existing efforts to address OUD, including the current ability to provide MAT, and how the applicant will support the expansion of and access to MAT, including the availability of all three forms of FDA-approved medications.
- g. Describe how the applicant will ensure that individuals who participate in the RSAT 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 housing programs, self-help and peer group programs) upon release.
- h. 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.
- i. Explanation of how the applicant will coordinate with substance use disorder treatment and reintegration services provided by SAMHSA.

3. Capabilities and Competencies

- a. Describe the capabilities and competencies to accomplish the goals and objectives of the project.

4. Plan for Collecting the Data Required for this Solicitation's Performance Measures

- a. 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.

5. Pending Applications

Address any existing funding or pending applications for funds supporting the same work proposed in this application. Identify the funding agency and grant title for pending applications submitted in the last 12 months.

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

B. Goals, Objectives, and Performance Measures

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

C. Budget and Budget Worksheet

The required Expense/Match Budget Detail Worksheet includes sections for calculations and narratives **and must be attached to the application as an Excel document**. The Expense/Match Budget Detail Worksheet is located at <https://isp.idaho.gov/pgr/gms-instructions/>.

The worksheet must contain a breakdown of all requested expenses and match. The requested budget must reflect as closely as possible all costs associated with the proposed project. If funded, adjustments to the budget can be made; **however, all deviations from the final approved budget must be pre-approved by PGR.**

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.

****Read the Instructions in the Expense-Match Budget Detail Worksheet**

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. RSAT subgrantees must submit a Letter of Non-supplanting with their applications.
- 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.
- 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.

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 (between Goals and Attachments tab) of the application.

D. 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 (see [Letter of Eligibility for De Minimis Indirect Cost Rate](https://isp.idaho.gov/pgr/gms-instructions/) at <https://isp.idaho.gov/pgr/gms-instructions/>).

E. 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/gms-instructions>. 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.

F. Financial Accounting Practices

Provide complete responses to the Financial Accounting Practices – available at <https://isp.idaho.gov/pgr/gms-instructions>. Each applicant must prepare a response to all nine (9) of the questions. The attachment must be no more than three (3) pages.

G. Financial Management and System of Internal Controls Questionnaire

Download and complete the “Financial Management and System of Internal Controls Questionnaire” – available at <https://isp.idaho.gov/pgr/gms-instructions> - 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.

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.

F. 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 “Non-Supplanting Sample Letter” at <https://isp.idaho.gov/pgr/gms-instructions>.

G. 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/gms-instructions>. 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.

I. 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.

J. 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.

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.

- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing](#)
- [Certified Standard Assurances](#)

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.

Award Administration Requirements

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://bjaojp.gov/sites/g/files/xyckuh186/files/media/document/RSAT-Measures.pdf>. 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

Financial Management and System of Internal Controls

Subrecipients 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.

Additional Requirements and Guidelines

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 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 [OJP Grant Application Resource Guide](#).

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 more information.

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](#).

Subgrantees awarded funds must agree to comply with additional legal requirements upon acceptance of an award. PGR strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. General award conditions can be found at:

["General Conditions" for OJP Awards in FY 2023.](#) These terms are subject to change prior to the issuance of the awards. Award conditions requiring particular attention are listed below.

Office of Civil Rights – Pursuant to 28 C.F.R. Section 42.302, all recipients of federal funds must comply with Equal Employment Opportunity Plan (EEOP) and Civil Rights requirements. Violations may result in suspension or termination of funding, until the recipient is in compliance.

Accessibility – Subgrantees must comply with applicable federal civil rights laws, which, among other things, prohibit discrimination on the basis of disability and national origin. Compliance with these laws includes taking reasonable steps to ensure that persons with Limited English Proficiency (LEP) have meaningful access to recipients' programs and activities and that these programs and activities are readily accessible to individuals with disabilities.

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](#).

NEPA Compliance for Renovations

Costs incurred for rearrangement and alteration of facilities required specifically for the award program are allowable with prior written approval by the awarding agency. See [2 C. F.R. 200.462](#) and [2 C.F.R. 200.439 \(b\)\(3\)](#). BJA may require information sufficient to ensure NEPA compliance prior to any renovations.

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.

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](#).

Prohibited Uses:

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

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.

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.

Application Checklist

Forms and samples are available at: <https://isp.idaho.gov/pgr/gms-instructions/>

Application Required Components

A. Program Narrative

- ☐ Statement of the Problem
- ☐ Project Design and Implementation
- ☐ Capabilities and Competencies
- ☐ Plan for Collecting the Data Required for this Solicitation's Performance Measures
- ☐ Pending Applications

B. Budget and Budget Detail Worksheet

- ☐ Complete Budget Section in GMS
- ☐ Expense/Match Budget Detail Worksheet Attachment as an Excel document

C. Required Application Attachments

- ☐ PGR Risk Assessment (attach as an Excel document)
- ☐ Financial Accounting Practices
- ☐ Financial Management and System of Internal Controls Questionnaire
- ☐ Letter of Non-Supplanting

D. Additional Attachments (if applicable)

- ☐ Disclosure of Lobbying Activities (If asking for \$100,000 or more)
- ☐ Indirect Cost Rate Agreement Or [Eligibility to use the "de minimis" rate](#)

F. Assurances and Certifications (Electronic acceptance in GMS – Do not print and attach)

- ☐ Certifications regarding lobbying; debarment; suspension and other responsibility matters; drug- free workplace requirements; Law Enforcement and Community Policing.
- ☐ Certified Standard Assurances