

**FFY2020
RESIDENTIAL SUBSTANCE ABUSE TREATMENT FOR STATE PRISONERS (RSAT)**

APPLICATION CHECKLIST

APPLICANT: _____

INSTRUCTIONS: **The Application Checklist is a guide to submitting a complete application.
Completed applications are to be emailed to grants@njoag.gov within 45 days of receipt.**

Application Content and Form Documents to be Completed and Returned:

- Applicant Information Form – Form Included
- Project Narrative
 - ***Problem Statement/Needs Assessment*** – Provided by Applicant
 - ***Goals, Objectives and Work Plan (Action Strategy)*** – Provided by Applicant
 - ***Coordination of Services*** – Provided by Applicant
 - ***Project Management Structure, Staff and Resumes*** – Provided by Applicant
 - ***Data Collection/Performance Measures/Evaluation*** – Provided by Applicant
- Budget Detail Worksheet – Form Included
- Application Authorization – Form Included
- Federal Single Audit Requirements and Certification – Form Included
- State Single Audit Requirements and Certification – Form Included
- Proof of Compliance Federal Audit Requirements – Provided by Applicant
- Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters and Drug-Free Workplace Requirements – Form Included
- Department of Law & Public Safety Debarment and Suspension Certification – Form Included
- Proof of Compliance with SAM Registration Requirements – Provided by Applicant
- Certified Standard Assurances – Form Included

**NOTE: ONLY COMPLETE APPLICATIONS CAN BE PROCESSED.
ABOVE ITEMS MUST BE SUBMITTED WITH THE APPLICATION**