

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

OMB No. 1121-0329
Expires 12/31/2023



BJA FY 2023 National Sexual Assault Kit Initiative

Assistance Listing Number # 16.833

Grants.gov Opportunity Number: O-BJA-2023-171565

Solicitation Release Date: February 06, 2023 9:00 AM ET

Step 1: Application Grants.gov Deadline: April 04, 2023 8:59 PM ET

Step 2: Application JustGrants Deadline: April 11, 2023 8:59 PM ET

Overview

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) seeks applications for funding to address the issue and impact of unsubmitted sexual assault kits (SAKs) in law enforcement agencies as well as other violent crime cold cases. This program furthers the DOJ's mission by improving (1) state and local jurisdictions' capacities to respond to violent crime and (2) the functioning of the criminal justice system through the investigation and prosecution of cases resulting from SAK evidence and the collection of lawfully owed DNA from convicted offenders.

This solicitation incorporates guidance provided in the OJP Grant Application Resource Guide which provides additional information for applicants to prepare and submit applications to OJP for funding. **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.**

Solicitation Categories

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-BJA-2023-00033-PROD	Purpose Area 1: Comprehensive Approach to Unsubmitted Sexual Assault Kits	8	\$2,500,000	10/1/23 12:00 AM	36
C-BJA-2023-00034-PROD	Purpose Area 2: SAKI for Small Agencies	3	\$1,000,000	10/1/23 12:00 AM	36
C-BJA-2023-00035-PROD	Purpose Area 3: Collection of Lawfully Owed DNA	4	\$1,500,000	10/1/23 12:00 AM	36
C-BJA-2023-00036-PROD	Purpose Area 4: Investigation and Prosecution of Cold Case Sexual Assaults	8	\$1,500,000	10/1/23 12:00 AM	36
C-BJA-2023-00037-PROD	Purpose Area 5: Developing and Implementing a Sustainability Plan	2	\$1,000,000	10/1/23 12:00 AM	36
C-BJA-2023-00038-PROD	Purpose Area 6: National Cold Case Initiative	8	\$2,500,000	10/1/23 12:00 AM	36

Eligible Applicants:

Native American tribal governments (Federally recognized), Other

Other

The following entities are eligible to apply for Purpose Areas 1, 3, 4:

- Native American tribal governments (federally recognized)
- Other:
 - State law enforcement agencies
 - Units of local government
 - Governmental nonlaw enforcement agencies acting as their fiscal agents
 - Prosecutor's offices

The following entities are eligible to apply for Purpose Area 2:

- Other: Small law enforcement agencies or consortia of small law enforcement agencies

The following entities are eligible to apply for Purpose Areas 5 and 6:

- Other: Existing and/or previous SAKI grantees that have addressed their unsubmitted kits and have clearly demonstrated they have also addressed the downstream case activities under SAKI (investigation, prosecution) for at least 75 percent of their cases.

For the purposes of this solicitation, “small law enforcement agencies” are defined as agencies that have fewer than 250 sworn officers or a consortia of small agencies.

BJA may elect to fund applications submitted under this FY 2023 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

BJA will prioritize applications for Purpose Areas 1, 2, 3, 4, and 5 for funding over Purpose Area 6. Once funding decisions for those purpose areas are complete, remaining funding will be distributed to the highest scoring peer-reviewed applications for Purpose Area 6, as appropriate.

Additionally, as noted earlier, Purpose Area 6 funding is presently limited to existing and/or previous SAKI grantees that have addressed their unsubmitted kits and have clearly demonstrated they have also addressed the downstream case activities under SAKI (investigation, prosecution) for at least 75 percent of their cases.

Contact Information

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

Submission Information

Registration: Before submitting an application, all applicants must register with the System for Award Management (SAM). You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete.

Submission: Applications must be submitted to DOJ electronically through a two-step process via Grants.gov and JustGrants.

Step 1: The applicant must submit by the Grants.gov deadline the required **Application for Federal Assistance standard form (SF-424)** and a **Disclosure of Lobbying Activities (SF-LLL)** form when they register in Grants.gov at <https://www.grants.gov/web/>

[grants/register.html](#). **Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

For technical assistance with submitting the SF-424 and a SF-LLL in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, Grants.gov Customer Support, or support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

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

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

OJP encourages applicants to review the “[How To Apply](#)” section in the [OJP Grant Application Resource Guide](#) and the [JustGrants website](#) for more information, resources, and training. Applicants should maintain all receipts and confirmations received from SAM.gov, Grants.gov, JustGrants systems.

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Program Description

Overview

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

With this solicitation, BJA seeks to support the Department's priorities of reducing violent crime and supporting law enforcement officers and prosecutors by:

1. Providing jurisdictions (including rural and tribal) with resources to address sexual assault kits (SAKs) in their custody that have not been submitted to a forensic laboratory for testing by Combined DNA Index System (CODIS)-eligible DNA methodologies.
2. Improving investigations and prosecutions in connection with evidence and cases resulting from the SAK testing process as well as other violent crime cold cases.
3. Providing sites with resources to collect DNA samples from qualifying individuals who should have a sample in CODIS (based on the type and time of the offense in relation to applicable state law) but from whom a sample has never been collected or submitted to a laboratory for testing.

In addition to addressing unsubmitted SAKs, the National Assault Kit Initiative (SAKI) addresses partially tested SAKs, as defined below, and untested evidence associated with sexually motivated homicides. This program is not directed at untested kits that have been submitted to forensic labs for testing with CODIS-eligible DNA methodologies but are delayed for testing longer than 30 days; for example, as a result of a laboratory backlog. A separate program addresses laboratory backlogs and capacity. For more information on resources related to untested kits, see: <https://bja.ojp.gov/program/forensic-science-programs>.

Statutory Authority

Department of Justice Appropriations Act, 2022 (Pub. L. No. 117-103, 136 Stat. 49, 126)

Department of Justice Appropriations Act, 2023 (Pub. L. No. 117-328; 136 Stat. 4459, 4536).

Specific Information

SAKI provides funding to support multidisciplinary community response teams to inventory, track, and expeditiously test previously unsubmitted SAKs (as defined below); collect and test lawfully owed DNA from offenders/arrestees; produce necessary protocols and policies to improve collaboration among laboratories, police, prosecutors, and victim service providers; provide resources to address the sexual assault investigations and prosecutions that result from evidence and CODIS hits produced by tested SAKs; optimize victim notification protocols and services as well as address the lack of criminal justice resources for other violent crime cold cases.

Definitions

For purposes of this solicitation, the following are defined:

- A. **Arrestee DNA:** DNA collected from an individual following arrest or charging.
- B. **CODIS:** The Combined DNA Index System and the generic term used to describe the FBI's support program for criminal justice DNA databases, as well as the software used to run these databases.
- C. **DNA Phenotyping:** The prediction of physical appearance using DNA.
- D. **Familial DNA Searching:** An intentional or deliberate search of the DNA database conducted after a routine search for the purpose of potentially identifying close biological relatives of the unknown forensic sample associated with a crime scene profile.
- E. **Forensic Genetic Genealogy:** The combination of genetic analysis with traditional historical and genealogical research to study family history. For forensic investigations, it can be used to identify remains by tying the DNA to a family with a missing person or to point to the likely identity of a perpetrator.
- F. **Inventory:** A detailed and descriptive list of articles or items (for purposes of this solicitation, SAKs) containing information such as, but not limited to, item identifiers, quantity, and location of the item(s).
- G. **Lawfully Owed DNA from Convicted Offender:** A DNA sample from a qualifying offender who should have a sample in CODIS (based on the type and time of the offense in relation to applicable state law) but from whom a sample has never been collected or submitted to a lab for testing.
- H. **NDIS:** The National DNA Index System, and one part of CODIS, containing the DNA profiles contributed by participating federal, state, and local forensic laboratories. All 50 states, the District of Columbia, the Federal Government, the U.S. Army Criminal Investigation Laboratory, and Puerto Rico participate in NDIS.
- I. **Other Violent Crime Cold Cases:** BJA generally defines a "violent crime cold case" as a FBI's Uniform Crime Reporting (UCR) Part 1 violent crime, missing persons, or unidentified persons case that is unsolved at the time of the grant application's deadline, and has (1) the potential to be solved and/or prosecuted through the application of forensic techniques and/or technologies or (2) newly acquired information, or advanced technologies, to analyze evidence. For the purposes of this solicitation, "other violent crime cold cases" references violent crime cold cases that are not sexually motivated. In the UCR Program, violent crime is composed of four offenses: murder and nonnegligent manslaughter, forcible rape, robbery, and aggravated assault. Violent crimes are defined in the UCR Program as those offenses which involve force or threat of force.
- J. **Partially Tested SAK:** A SAK that has only been subjected to serological screening, or that has previously been tested with non-CODIS-eligible DNA methodologies (e.g., RFLP or DQ Alpha). Partially tested kits are within the scope of the required inventory for SAKI.
- K. **Rapid DNA technology:** Describes the fully automated process of developing a DNA profile without human intervention.
- L. **Reporting:** Delivering a written, detailed report to the appropriate entity that provides the applicable data within the prescribed time period.
- M. **Sexual Assault Kit (SAK):** A set of items used by medical personnel for the preservation of physical evidence collected from a person, living or deceased, following an allegation or suspicion of sexual assault.
- N. **Tracking:** The monitoring and accounting of SAKs as they move from collection to final disposition.
- O. **Unsubmitted SAKs:** SAKs that have not been submitted to a forensic laboratory for testing and analysis using CODIS-eligible DNA methodologies.
- P. **ViCAP:** The Violent Criminal Apprehension Program, a unit of the FBI responsible for the analysis of serial violent and sexual crimes, is situated within the Critical Incident Response Group's (CIRG) National Center for the Analysis of Violent Crime (NCAVC).

Essential Elements of the BJA SAKI Model

Based on research findings and the recommendations of subject matter experts, BJA created and is implementing a national response model to address the issue of unsubmitted SAKs. The three essential elements of the BJA SAKI Model are:

- (1) **Inventory and track all unsubmitted SAKs** in the jurisdiction's possession, regardless of

where they are stored (police evidence facility, hospital, or other relevant locations). Track their progress from testing through final adjudication. Partially tested SAKs must be included in the inventory. It is important for sites to capture all SAKs in their jurisdictions that have never been subjected to testing with CODIS-eligible DNA methodologies.

(2) Create a multidisciplinary working group that convenes regularly to address and identify the individual, organizational, and systemic factors that lead to a high number of unsubmitted SAKs in the jurisdiction. Develop a comprehensive strategy to address the backlog and provide uniform assistance to all agencies that fall within the grantee's jurisdiction (including those in rural and tribal areas). This working group should comprise law enforcement personnel (including superior officers and officers that respond to and investigate sexual assault complaints), forensic medical personnel (including sexual assault forensic examiners), forensic laboratory personnel, prosecutors, victim advocates (both system- and community-based), and victim treatment providers. Some jurisdictions may already have sexual assault response teams (SARTs) in place that could form the basis of the working group.

(3) Designate a site coordinator who will serve as the central point of contact for the SAKI team with the full support of the lead agency. This individual and the lead organization will be responsible for fostering and coordinating communication among team members and ensuring that the team is meeting its milestones. The site coordinator must also demonstrate a willingness and commitment to institutionalize systems, policies, and protocols developed by the working group to address the backlog of unsubmitted SAKs and prevent the problem from recurring. The site coordinator must be a strong and knowledgeable leader who can work closely with the lead agency to ensure a coordinated effort among all SAKI team members and is able to leverage the skills of their organization to support the work. The coordinator must be able to foster solid working relationships and hold all entities accountable for their roles within the SAKI effort. The site coordinator does not need to be a sworn law enforcement officer, but prior experience working with law enforcement agencies, prosecutors, and victim advocates will be highly advantageous.

Applicants should be aware that the SAKI Training and Technical Assistance (TTA) Program provides direct assistance to jurisdictions that receive funding through SAKI as well as other jurisdictions engaged in reform efforts. The TTA provider is charged with assisting jurisdictions in producing sustainable change in practices, protocols, and policies as they relate to untested SAKs and sexual assault response. While each jurisdiction encounters unique challenges and circumstances, common issues are identified across all grantees. BJA collaborated with the current TTA provider to produce an online toolkit and resource guide to provide assistance and a centralized source of evidence-based practices and relevant TTA resources that can be leveraged by all jurisdictions grappling with the challenge of untested SAKs. For more information, visit: <https://sakitta.org/>.

Program Requirements

SAKs Tracking

Award recipients under Purpose Areas 1 and 2 will be required to track inventoried SAKs throughout the course of the award. Specifically, agencies will be expected to utilize an automated information technology system to track each SAK using an assigned unique identifier. Several electronic tracking systems designed specifically for SAKI cases have been established and are available at no cost to SAKI award recipients. The SAKI TTA provider will facilitate the sharing and implementation of these systems for any interested sites.

Note: The applicant must identify the date on which the state, tribe, or unit of local government would be barred by the applicable statute of limitations from prosecuting an individual.

BJA's minimum requirements for what must be input into a tracking system are:

- Current number of SAKs collected in the jurisdiction, by calendar year

- Unique SAK identification number, if available, from the SAK manufacturer, law enforcement incident, or case number associated with each kit
- Current location of each kit (e.g., in evidence storage, at the crime laboratory, at another investigating agency)
- Submission and testing status of each kit (including dates of submission, to whom it was submitted, and whether testing is in progress or completed)
- Results of testing: DNA profile obtained, CODIS-eligible, uploaded to CODIS (date of upload), CODIS hit returned, date and type of hit (to offender, to another case), current status of the investigation case (open/active, closed, cleared by arrest, exceptional clearance) associated with each kit

Training

All award recipients must attend the annual 2-day SAKI workshop for all award recipients that will take place in the Washington, D.C., area. Key team personnel (up to three representatives per site) will be expected to attend each annual meeting during the course of the grant period, and applicants should budget accordingly. The workshops will focus on the elements of a successful project and key issues concerning DNA, unsubmitted SAK evidence, and the investigation and prosecution of violent crime cold cases.

Award recipients that are proposing to conduct in-house investigative genealogy (i.e., tree-building and subsequent steps in the process) will be required to complete the BJA/FBI Archived Forensic Genetic Genealogy training as well as any future BJA/FBI forensic genetic genealogy trainings that may occur during the lifespan of the grant.

DNA Analyses

Applicants must clearly delineate the amount of funding requested for SAK testing, cold case evidence testing, and the associated technical review and CODIS upload activities. As this grant program is intended to assist jurisdictions in developing a comprehensive approach to unresolved violent crime cold cases, unsubmitted SAKs, and sexual assault case response, BJA does not anticipate funding projects that propose allocating more than 50 percent of their grant funds to SAK testing.

All DNA analyses conducted as a result of this program must be performed by a laboratory (government-owned or fee-for service) that is accredited and currently undergoes external audits not less than once every 2 years (with the exception of forensic genealogy testing). These audits must demonstrate that the laboratory maintains compliance with the DNA Quality Assurance Standards established by the Director of the FBI. Sites must use laboratories that can test SAKs/ evidence in an expeditious manner so as to meet SAKI's goals within the grant period. All eligible DNA profiles obtained with funding under this program must be entered into CODIS and, where applicable, uploaded to NDIS. BJA suggests that no profiles generated during the testing portion of this program be entered into any nongovernmental DNA database (with the exception of forensic genealogy testing).

Award recipients utilizing SAKI funds for forensic genealogy testing must adhere to the United States Department of Justice Interim Policy Forensic Genealogical DNA Analysis and Searching, available at <https://www.justice.gov/olp/page/file/1204386/download>. In accordance with Section IX, SAKI award recipients must collect and report the following metrics to BJA:

- The type of crime investigated
- Whether forensic genetic genealogical DNA analysis (FGG)/forensic genetic genealogical DNA analysis and searching (FGGS) was conducted on a forensic sample or a reference sample
- The type of forensic sample subjected to FGG and a description of the total amount, condition, and concentration of that sample (e.g., single source, mixed profile, degradation)

status, etc.)

- Whether FGG analysis resulted in a searchable profile
- The identity of the vendor laboratory used to conduct FGG and the genetic genealogy service(s) used to search the FGG profile
- Whether the investigation resulted in an arrest that was based, in part, on the use of FGGS
- The total amount of federal funding used to conduct FGG/FGGS in each case

Note the requirements may slightly change in accordance with future iterations of the FGGS policy. SAKI award recipients will be updated should changes occur that could impact their practices and/or performance metrics.

All DNA analyses conducted and profiles generated during the testing portion of this program must be maintained pursuant to all applicable federal privacy requirements, including those described in 34 U.S.C. § 12592(b)(3).

ViCAP

Award recipients under Purpose Areas 1, 2, 4, and 6 must also (1) enter all “criteria cases” into ViCAP (before the end of the grant period) to increase the chances of identifying and apprehending violent serial perpetrators who pose a serious threat to public safety, and (2) conduct searches and analysis within ViCAP to produce leads on cases. Efforts should be expended to utilize the ViCAP database after cases are entered.

Award recipients should budget for 60 minutes per ViCAP entry plus additional time for personnel to conduct searches for matches, follow up on leads, etc. Funding for this activity can come from SAKI grants but must not exceed 10 percent of the total budget. Applicants with high volumes of cases that estimate requiring more than 10 percent of their award amount to meet this requirement may be permitted by BJA to prioritize the entry of cases into ViCAP based on the nature of the perpetrator, subject to BJA’s approval.

Further details about ViCAP entry are:

Cases submitted into the ViCAP database must meet the ViCAP criteria requirements and include:

- Homicides (and attempts) that are known or suspected to be part of a series and/or are apparently random, motiveless, or sexually oriented.
- Sexual Assaults that are known or suspected to be part of a series and/or are committed by a stranger.
- Missing Persons where the circumstances indicate a strong possibility of foul play and the victim is still missing.
- Unidentified Human Remains where the manner of death is known or suspected to be homicide.
- Only one case incident can be submitted per case entry. As an example, if a perpetrator has committed three separate sexual assaults, each assault will be a separate entry into ViCAP.
- Award recipients must ensure all ViCAP questions are appropriately answered and, when available, provide additional detail. The greater the detail the better.
- Information in ViCAP must be comprehensive. The narrative section should be detailed but succinct. Narrative information can be copied and pasted directly from an agency’s incident report.
- Award recipients should enter all solved and unsolved ViCAP criteria cases. A solved case could very well link to another agency’s unsolved case.

BJA has partnered with the FBI and its ViCAP team to support SAKI. FBI ViCAP staff are available to assist sites in gaining entry into the system, provide training on optimal use of the database, and conduct crime analyses on specific perpetrators/cases upon request. For more information about ViCAP, please refer to: [Violent Criminal Apprehension Program, Part 1 — FBI](#)

Goals, Objectives, and Deliverables

Goals

Funding under this initiative is intended to help law enforcement and prosecutors address challenges associated with unsubmitted SAKs and unresolved violent crime cold cases in order to reduce the number of unsubmitted SAKs and unresolved cold cases in their jurisdictions. This funding is intended to give them the resources and tools to solve and reduce violent crimes associated with sexual assault, while achieving the long-term goal of improving the criminal justice response to sexual assault and unresolved violent crime cold cases.

Objectives

An applicant should address all the objectives that are relevant to their proposed program/project in the Goals, Objectives, Deliverables and Timeline web-based form.

Deliverables

All SAKI grantees are required to report specific programmatic metrics (see the “Performance Measures” section). In addition, the applicant is asked to consider what other metrics may be of use in demonstrating the successful outcome of the program/project.

The goals, objectives, and deliverables for each purpose area herein are directly related to the performance measures that show the completed work’s results, as discussed in the “Application and Submission Information” section.

PURPOSE AREA 1: Comprehensive Approach to Sexual Assault Kits.

Applicants must propose to implement a comprehensive approach to unsubmitted SAKs that includes all three elements of the BJA SAKI Model, as outlined above. They may request funds to support other activities, as determined by the needs of the applicant’s jurisdiction; however, regardless of how they propose to use the funds, applicants must describe how their projects will include all three BJA SAKI Model elements in their proposal narratives as follows.

(1) The inventory must:

- Capture the following information (where possible):
 - Total number of SAKs and the locations where SAKs are currently stored
 - Verification that all SAKs have been counted, not just particular categories of SAKs (e.g., those dating back a certain amount of time or housed in a particular location)
 - A written summary of the process used to conduct the inventory
 - Specific types of information associated with each SAK:
 - The overall date range for when SAKs have been in the site’s possession
 - The age of the victim
 - The date of the offense
 - The date of SAK collection
 - The law enforcement incident number (or other unique identifier)
- Not permit supplanting. Site inventories cannot include any SAKs that would be collected after this solicitation’s application date.
- Be completed and approved by BJA before SAKs can be submitted for testing using SAKI funding.
- Identify SAKs that may soon be affected by a statute of limitations.

As noted above, BJA's minimum requirements for what must be input into a tracking system are:

- Current number of SAKs collected in the jurisdiction, by calendar year
- Unique SAK identification number, if available, from the SAK manufacturer, law enforcement incident, or case number associated with each kit
- Current location of each kit (e.g., in evidence storage, at the crime laboratory, at another investigating agency)
- Submission and testing status of each kit (including dates of submission, to whom it was submitted, and whether testing is in progress or completed)
- Results of testing: DNA profile obtained, CODIS-eligible, uploaded to CODIS (date of upload), CODIS hit returned, date and type of hit (to offender, to another case)
- Current status of the investigation case (open/active, closed, cleared by arrest, exceptional clearance) associated with each kit

(2) The multidisciplinary working group must meet regularly to:

- Eliminate or reduce the existing number of unsubmitted SAKs through increased testing and effect changes in practices, protocols, and organizational culture that are necessary to prevent unsubmitted SAKs from accumulating again in the future.
- Improve training to include cross-disciplinary training for group members to ensure that all participants and disciplines are prepared to respond to the evidence emerging from unsubmitted SAKs in a victim-centered manner and improve the quality of responses to future reports of sexual assault. Such training should include instruction on the probative value of forensic evidence typically contained in SAKs, including its utility in developing investigatory leads, identifying suspects, and increasing the likelihood of successful prosecutions.
- Implement and/or establish evidence-based, victim-centered protocols and policies that address SAK evidence collection, testing, and tracking, as well as victim engagement, notification, and support, including implementation of "A National Protocol for Sexual Assault Medical Forensic Examinations," which can be found at <https://www.ncjrs.gov/pdffiles1/ovw/241903.pdf>.
- Address victims' potential trauma when reopening historical sexual assault cases to prevent revictimization. Protocols should address the root causes that led to unsubmitted kit accumulation.
- Strengthen victim advocacy resources within the law enforcement agency and/or community-based advocacy organizations. This may include the creation of a victim advocate position within the agency, dedicated to victim engagement and notification, who can work with investigators as they pursue leads associated with evidence from previously unsubmitted SAKs. It could also include enhancing a crisis center's capacity to serve an increased number of victims with the unique advocacy and justice needs that arise when previously unsubmitted SAKs are tested.
- Enter all criteria cases into ViCAP to increase the chances of identifying and apprehending violent serial perpetrators who pose a serious threat to public safety.
- Identify and allocate the resources (laboratory review, investigatory, prosecutorial, and advocacy) required to produce and follow up on all valid evidence resulting from the testing process.
- Establish or implement processes that prioritize the investigation and adjudication of SAKI cases.
- Establish evidence tracking, case management, and victim notification mechanisms that enhance accountability, transparency, and information sharing among different system users. These systems must enhance the jurisdiction's ability to manage and monitor the progress of kits through the evidence collection and testing process; provide enhanced case

management capabilities that assist in case assignment, tiered supervisory review, and electronic case tracking; and provide victims with access to information about their cases.

- Leverage the data gathered from the comprehensive testing process to improve understanding of the sexual assault problem and extent in the community and to inform the creation of policy and programmatic interventions to respond to it.

(3)The site coordinator must work on a regular basis with the BJA TTA provider assigned to the site.

Applicants in Purpose Area 1 may also request funds to support the following activities:

- **Testing of SAKs and related evidence**, to include outsourcing kits for testing and a technical review of data/results as well as tracking and reporting of performance metrics. If an applicant has already tested more than 75 percent of its SAKs, funding may be used to perform additional DNA testing including:
 - **Y-STR testing for samples** that fail to yield a CODIS-eligible profile but where male DNA was detected and a known suspect sample is available for direct comparison. Also for complex mixtures where known suspect samples are available for direct comparison or when a jurisdiction has already implemented a local Y-STR suspect database.
 - **Testing of secondary evidence** linked to SAKs that fail to yield probative results. This may include bedding, clothing, objects, weapons, etc.
 - **Familial DNA searches** (if legally allowed in the applicant's state) of DNA profiles attributed to violent serial offenders associated with SAK evidence. The profile of the unknown offender must have previously been uploaded to CODIS but has yet to generate a hit associated with a known suspect in the database. Funds can support costs associated with overtime for lab personnel, Y-STR testing to evaluate potential familial matches, and investigative activities associated with the location, collection, and analysis of suspect DNA samples for comparison with or identification of the actual perpetrator.
 - **Forensic genetic genealogy searches** of DNA profiles attributed to violent serial offenders associated with SAK evidence. The profile of the unknown offender must have previously been uploaded to CODIS but has yet to generate a hit associated with a known suspect in the database. Funds can be used to outsource forensic genealogy searches, support laboratory personnel overtime pay, support Y-STR testing to evaluate potential familial matches, or support investigative activities associated with the location, collection, and analysis of suspect DNA samples for comparison with or identification of the actual perpetrator. Familial DNA searches (if legally allowed in the applicant's state) must first be performed to try and identify a suspect before pursuing forensic genealogy searches.
 - Applicants who will be performing familial DNA searches must partner with their lab and provide documentation of their lab's commitment to perform a specified number of familial searches per month for SAKI cases. This is to ensure that the submission of cases for FGG (should the familial search prove negative) are not unnecessarily delayed.
 - **Phenotyping/ancestral analysis** of DNA profiles attributed to violent serial offenders associated with SAK evidence. The profile of the unknown offender must have previously been uploaded to CODIS but has yet to generate a hit associated with a known suspect in the database. Funds can be used to outsource phenotyping/ancestral analysis or to support investigative activities associated with leads generated as a result of the testing. Familial DNA searches (if legally allowed in the

applicant's state) and FGG must first be performed to identify a suspect before pursuing phenotyping/ancestral analysis.

- **Identifying challenges** related to outsourcing, the technical data review, CODIS uploads of results produced by private laboratories, current in-house standard operating procedures that contribute to deficiencies in the DNA screening and testing process, as well as determining solutions to promote greater efficiency.
- **Additional assistance** (not including laboratory equipment) such as support for public laboratories' implementation of sustainable, automated, and streamlined SAK processing procedures to ensure long-term capacity and efficiency.
- **Personnel costs**, including hiring and overtime, to allow adequate follow-up for investigations and prosecutions that result from evidence related to testing SAKs. This may include the establishment of cold case or sexual assault investigation units and the hiring of specialized victim advocates or victim treatment providers to engage in victim-centered notification, communication, and support activities.
- **SAK evidence tracking systems**, case management systems, or other technology (not including laboratory equipment) to enhance investigation and/or prosecution capacity in relation to cases as part of a holistic approach, as well as training on the new systems. Note: Procurement using federal funds must adhere to Procurement Standards set out at 2 C.F.R. Sections 200.317 through 200.326 and given regulatory effect by way of 2 C.F.R. Part 2800, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards by the Department of Justice.
- **Renovation of existing SAK storage facilities** (e.g., installing temperature and/or humidity controls) to ensure optimal preservation of evidence. Funding for this must not exceed \$200,000.
- **Soft interview rooms** to ensure an optimal environment for victim interviews and interactions. Funding for this must not exceed \$1,000.
- **Expiration of statutes of limitations** on SAKs, testing protocols, investigative practices, and policies and procedures related to previously closed cases that are subsequently reopened as a result of new evidence obtained through SAK testing.
- **Crime/intelligence analysis activities** and resources to help identify perpetrators. Funding may be used for overtime pay of existing departmental crime/intelligence analysts to support SAKI-related investigations or fee-for-service/outsourcing of crime analysis. Crime analysis activities under this program must be performed for the primary purpose of suspect identification. For example, investigations may benefit when DNA profiles of persons with a single or serial offense yield no CODIS hits, but by using crime analysis to leverage available non-forensic information (such as a suspect's physical description, locations of the sexual assaults, and timeline of serial or related offenses), the suspect(s) could be identified. As previously stated, award recipients must enter all criteria cases into ViCAP by the end of the grant period and should budget accordingly.
- **Establishing and supporting formal partnerships with researchers** to assess the data, prioritize cases to investigate and prosecute, support strong implementation fidelity, and evaluate the implementation process and outcomes associated with the jurisdiction's SAKI project. Such evaluation activity may focus on, but is not limited to, examination of the underlying causes of the jurisdiction's unsubmitted SAK backlog and the effect of improved training for law enforcement, prosecution, and victim advocacy professionals on case clearance rates, prosecution outcomes, and victim participation and satisfaction with the criminal justice process.

Program Requirements: Award recipients must, on a monthly basis, report the number of SAKs reviewed and catalogued by working group members—including local, state, federal, and tribal law enforcement partners—to BJA via the TTA provider. BJA also encourages award recipients to make their aggregate inventory and tracking data available to the public to increase the

transparency of their SAK testing and disposition processes.

PURPOSE AREA 2: SAKI for Small Agencies (including rural and tribal agencies).

Under Purpose Area 2, applicants are expected to achieve SAKI's overall goals but do not require extensive funding to support the three elements of the BJA SAKI Model. Applicants seeking funding under Purpose Area 2 must demonstrate efforts to form or maintain a multidisciplinary approach to address SAK-related issues in their jurisdiction, establish partnerships where possible, ensure that the SAKI activities are effectively coordinated, and discuss how funding will help provide a sustainable solution to problems associated with unsubmitted SAKs in the jurisdiction. Priority will be given to rural and tribal law enforcement agencies (especially those that are not currently receiving assistance under an existing statewide or countywide SAKI grant held by another agency). Applicants will need to establish a point of contact who will coordinate activities with all key stakeholders.

To qualify for SAKI funding under Purpose Area 2, applicants must propose to implement a sexual assault response program plan that includes all three elements of the BJA SAKI Model:

1. Inventory
2. Creation of a multidisciplinary working group comprising a prosecutor, investigator, and community advocate (at a minimum). Note: BJA does acknowledge that the creation of a robust multidisciplinary working group may not be feasible for smaller jurisdictions.
3. Appointment of a designated site coordinator

Applicants may request funds to support the three major elements or for specific and discrete elements as determined by the applicant jurisdiction's needs. For example, sites may request funding to:

- Complete an inventory of test kits.
- Develop or enhance an evidence tracking system.
- Provide victim advocacy and victim-centered notification.
- Provide training.
- Conduct investigations or provide prosecution overtime support for investigators.
- Enter criteria cases into ViCAP. Costs associated with entry, analysis, and investigations can be covered under this award.

Regardless of the proposed use of funds, applicants must describe in their proposal narratives how their projects will include all three BJA SAKI Model elements, even if some will be addressed with other resources.

Initial Planning Period and Special Withholding Condition for Purpose Areas 1 and 2

Each award recipient will have an initial planning period to complete their inventory; plan for testing, tracking, and uploading entries to CODIS; and devise a strategy to use the evidence in investigations and prosecutions. The award recipient's SAKI working group must identify what contributed to, and continues to drive, the backlog of unsubmitted SAKs, and work with all relevant entities to develop and implement new policies and procedures to prevent their recurrence. Award recipients will have access to up to 25 percent of the funds during this initial

planning phase.

Note: Additional funds may be released under special circumstances for this phase but will require further documentation and BJA review and approval. It is expected that the inventory will be completed within the first 6 months after BJA approves the budget.

Funds will be withheld via a special condition on the award. Certification of inventory completion must be approved by BJA (in consultation with the TTA provider) in order for award recipients to gain access to the remaining grant funds. BJA will process a Grant Award Modification in Just Grants to formally release the grant funds. Award recipients will provide additional feedback, clarification, and data regarding their inventory and plans if requested by BJA and/or the TTA provider. However, applicants should be aware that if, after a reasonable exchange of feedback, an inventory is not completed or the overall implementation plan for the SAKI strategy does not receive BJA's approval, award recipients may not receive access to their remaining grant funds or an extension of their grant award.

During the implementation plan's review, award recipients will address issues or concerns in the revised implementation strategy. Award recipients must ensure that the three elements of SAKI are in place, that they have collected appropriate data, and that there is a strong research or evidence base for the proposed place-based programs or interventions.

If an unsubmitted SAK inventory has already been completed by the applicant jurisdiction, the applicant must provide information regarding the results of the inventory in the proposal narrative and request funding for the tracking, multidisciplinary team, and site coordinator, as necessary. In addition, certification of this inventory will be required prior to BJA releasing the remaining funds. This certification requirement can be satisfied by attaching a certification letter signed by the applicant's chief executive officer that details the results of the inventory. BJA reserves the right to impose special conditions requiring revisions to the inventory and plan before approval and release of funds.

PURPOSE AREA 3: Expansion of DNA Databases to Assist with Sexual Assault Investigations and Prosecutions: Collection of Lawfully Owed DNA from Convicted Offenders and Arrestee DNA Collections.

In accordance with applicable state laws and for the purpose of resolving sexual assault cases associated with previously unsubmitted SAKs, Purpose Area 3 addresses the identification, collection, and DNA profiling of samples from convicted offenders who should have samples in CODIS but from whom samples have never been collected or submitted to a lab for testing. Typically, eligible convicted offenders from whom DNA can lawfully be collected include those arrested, facing charges, or convicted of murder, sexual abuse, kidnapping, or other qualifying state offenses (see the DNA Analysis Backlog Elimination Act of 2000: H.R. 4640, 34 USCA § 40701 et seq.).

BJA views the expansion of DNA databases as Phase 2 of a comprehensive approach to addressing sexual assault. As such, Purpose Area 3 funding is granted only after a jurisdiction has made significant progress in eliminating its backlog of unsubmitted SAKs and made other significant policy and programmatic improvements. Specifically, applicants must attach certification that an inventory has been completed and document that the testing of previously unsubmitted kits identified in their jurisdictions has been completed or is near completion.

Under Purpose Area 3, BJA is soliciting applications to support activities associated with the collection of lawfully owed DNA samples (see Definitions above). DNA collection must be targeted to offenders who have a likelihood of being linked to cases associated with the jurisdiction's previously unsubmitted SAKs. For example, such individuals may have prior convictions for sex offenses or may have sex-related crimes documented in their criminal history. After completing a census of convicted offenders from whom DNA has not been collected, award recipients should review each offender's criminal history and prioritize collection from any who were previously arrested, convicted, or subject to investigation for crimes related to sexual assault.

An expanded DNA database enables law enforcement to better identify persons convicted of violent and sexual offenses who are involved in unsolved crimes, and who may reoffend after release. While it is crucial that unsubmitted SAKs be tested and all eligible profiles uploaded to CODIS, cases will remain unsolved unless evidence profiles can be matched against convicted offenders' profiles. The absence of lawfully owed DNA samples in CODIS will likely result in missed opportunities to identify perpetrators of crimes, including sexual assaults.

Under this purpose area, funding can be used for Rapid DNA as a means to process convicted offenders' and arrestees' DNA samples. The Rapid DNA technology describes the fully automated process for developing a DNA profile without human intervention. It can quickly process convicted offender and arrestee samples that would otherwise be delayed or cumbersome in normal crime laboratory processing. This technology is strictly for use in processing reference samples (convicted offenders), as the technology is currently not approved for crime scene sample processing (i.e., sexual assault kits).

Note that this program's focus differs from BJA's DNA Capacity Enhancement and Backlog Reduction Program, which funds states and units of local government with existing crime laboratories that conduct DNA analysis to process, record, screen, and analyze forensic DNA and/or DNA database samples and to increase the capacity of public forensic DNA and DNA database laboratories to process more DNA samples, thereby helping to reduce the number of forensic DNA and DNA database samples awaiting analysis. For more information on this program, visit: <https://bja.ojp.gov/program/forensic-science-programs>. Typically, eligible convicted from whom DNA can lawfully be collected include those arrested, facing charges, or convicted of murder, sexual abuse, kidnapping, or other qualifying state offenses (see the DNA Analysis Backlog Elimination Act of 2000: H.R. 4640, 34 USCA § 40701 et seq.).

An applicant does not have to be an existing SAKI award recipient. But the applicant must clearly demonstrate that its jurisdiction requires resources to support the collection of lawfully owed DNA from convicted offenders and/or arrestees to facilitate the resolution of unsolved sexual assault cases linked to previously unsubmitted or untested SAKs.

An applicant's proposal narrative under this Purpose Area 3 must include the following elements:

- **Census of Convicted Offenders:** Conduct a census to identify eligible convicted offenders who could be linked with the jurisdiction's previously unsubmitted SAKs and who should have samples in CODIS but from whom samples have never been collected or submitted to a lab for testing. Determining if a convicted offender has a qualifying event that will allow their DNA profile to be uploaded to CODIS hinges on the conviction date, charge, and whether a DNA sample was required from them on the date of conviction. Collection of DNA from convicted offenders under SAKI must be done in accordance with state laws, including any relevant state statutes of limitations on collection, and award recipients must identify an attorney from the attorney general's office, district attorney's office, or criminal justice agency familiar with the state's DNA collection laws to provide legal advice for the project. If

the award recipient also wishes to upload DNA from deceased convicted offenders to CODIS, they will need to cross-reference conviction information from the time of an inmate's or parolee's death with the law at the time of their death, and a court order may be required to do so.

- **Census Details:** A census may cover the applicant's specific jurisdiction, state, or other defined area, but the scope and process of the census must be detailed as follows:
 - Identify the specific and appropriate agency that will conduct the census. This agency may be the state-level department of corrections or bureau of prisons, crime laboratory, a state or local criminal justice agency, or other entity with the appropriate authority, expertise, and data access.
 - Provide an estimated timeframe for the completion of the census as well as describe how the agencies will coordinate their participation in this DNA collection initiative.
 - Describe the census methods that will be used to collect this information, the data resources that will be used to inform the census, and the demographic and offense-related data to be collected.

Applicants are advised that the census is typically the most labor-intensive and time-consuming component of addressing lawfully owed DNA issues and should budget accordingly.

- **DNA Collection Plan:** In coordination with the legal advisor, the applicant must formulate a DNA collection plan that will target the collection of DNA from convicted offenders who have a high likelihood of being linked to cases associated with the jurisdiction's unsubmitted SAKs.
- As stated above, applicants should prioritize collection from offenders previously arrested, convicted, or subject to investigation for crimes related to sexual assault and from whom owed DNA samples have not been collected. The DNA collection plan should further describe how the applicant will prioritize collection efforts from offenders in prisons and jails, offenders under community supervision, others residing in the community with no supervision, and, in rare cases, deceased individuals who might be linked to cases associated with previously unsubmitted SAKs.

The plan should include considerations for facilitating collections/providing assistance to smaller agencies within the applicant's jurisdiction. The plan should also describe the process for ensuring that the collection of DNA from each individual is authorized under existing law.

- **Existing Policies and Protocols:** Applicants must describe any existing protocols, or describe plans for developing a protocol, for notifying victims if and when lawfully owed DNA collected from convicted offenders identifies a potential suspect or links their case to others, as well as provide support and services to those victims.
- **Identification of the Convicted Offender's DNA Collection Coordinator:** The applicant must designate a specific individual as the convicted offender's DNA collection coordinator and describe how this individual will work with the existing SAKI working group, local SART, and any other critical partners or groups to ensure coordination of efforts; plan and perform DNA collection from convicted offenders to inform investigations and prosecutions of cases resulting from evidence provided by previously unsubmitted SAKs; and access criminal records and other sensitive law enforcement records. The collection coordinator will oversee all aspects of the project, including the census of convicted offenders; coordinate with sexual assault investigators to prioritize convicted offenders' DNA collections; coordinate convicted offenders' DNA testing and CODIS upload; monitor law enforcement agencies' adherence to protocol(s) related to victim notification; coordinate victim services; track the status of CODIS hits and subsequent resulting investigations and prosecutions; and report performance measures to BJA.

- **Prior Backlog Data:** Applicants should include data related to previous SAK backlog elimination efforts or, if they currently have a SAKI project, include the number of SAK-related CODIS hits in relation to the number of CODIS-eligible profiles uploaded to CODIS from tested SAKs as well as information related to indictments or prosecutions associated with SAKI activities (where applicable). Please note that eligible applicants for Purpose Area 3 are not excluded from also applying to Purpose Areas 1 or 2.

Arrestee DNA Collection Assessment: For sites that have existing arrestee DNA collection laws, SAKI funds can be used to review, improve, and implement collection protocols to ensure the sample collection policies are being adhered to and that samples are being obtained from all eligible individuals for the purposes of CODIS entries. Applicants seeking funds for these activities must provide information regarding current policies and protocols; estimate the number of samples that are not being collected on an annual basis due to inadequacies with protocols, staffing, and resources; and provide commitment from the key stakeholders to address and correct these issues. Such stakeholders should include law enforcement personnel, booking station personnel, local/state crime laboratory staff, and prosecutors.

Purpose Area 3 applicants can also request funds to support the following activities:

- Establish memorandums of understanding, subcontracts, or other required agreements with relevant participating agencies and organizations to execute the lawfully owed DNA collection initiative.
- Collect, test, and upload to CODIS lawfully owed DNA samples from convicted offenders who are confirmed as not in CODIS and who could be connected to the applicant's unsubmitted and untested SAKs, including currently incarcerated individuals and parolees.
- Test autopsy samples and exhumations for deceased offenders (with proper court orders/authorizations). Award recipients will need to separately track the number of CODIS hits that occur for these DNA profiles.
- Support training, travel, and overtime pay for relevant personnel related to the collection and testing of convicted offenders' DNA samples; for example, travel to prisons throughout the state or to collect DNA from parolees.
- Support the modification of existing databases/software or SAK evidence tracking systems for arrestees' and/or convicted offenders' samples. It is expected that some applicants may need to modify their existing databases/SAKI/SAK evidence tracking systems for the purposes of tracking the collection, testing, CODIS uploads, CODIS hits, and subsequent investigations and prosecutions. Applicants must detail the necessary modifications to their databases/tracking systems and the estimated cost and timeframe for completion.

The testing of arrestees' and/or convicted offenders' samples may be outsourced to an accredited laboratory or tested by the award recipient's local or state laboratory. Award recipients must also work with BJA's SAKI TTA provider which will assist in conducting the census and performing lawfully owed DNA collections and/or optimizing arrestee DNA collection protocols. The TTA provider will also work with Purpose Area 3 award recipients to compile and issue a final summary report pertaining to the achieved outcomes.

PURPOSE AREA 4: Investigation and Prosecution of Cold Case Sexual Assaults

BJA is soliciting applications to support the investigation and prosecution of high volumes of sexual assault cases that have resulted from testing backlogs of previously unsubmitted SAKs. Additionally, this purpose area can fund investigators to interview and investigate convicted,

sexually motivated perpetrators in order to gather information on additional offenses committed. This funding is intended as enhancement funds for applicants that can clearly demonstrate their jurisdictions have previously addressed, or are currently effectively addressing, the major issues associated with unsubmitted SAKs. Applicants do not have to be existing SAKI award recipients.

Sites can apply to fund the following:

- Personnel costs, including hiring and overtime, to follow up on investigations and prosecutions that result from evidence related to testing SAKs (including investigators, prosecutors, crime analysts, and administrative personnel).
- Establishing cold case or sexual assault investigation units and hiring specialized victim advocates or victim treatment providers to engage in victim-centered notification, communication, and support activities.
- Entering all "criteria cases" into ViCAP. Costs associated with entry, analysis, and investigations can be covered under this award.
- Training in relation to sexual assault evidence collection, DNA technology, victimization and trauma response, and other related topics to improve the quality and outcomes of sexual assault investigations and prosecutions.
- Enhancing victim services and support for past and current victims of sexual assault, as well as the provision of mechanisms through which victims can easily access updated information about the status of their SAK or associated investigation and/or prosecution.
- Travel costs associated with victim engagement and/or suspect interviews or apprehension.
- The application of advanced DNA and research methodologies to help identify and apprehend violent serial offenders linked to sexual assaults/sexual assault homicides.
 - Applicants can use funding to apply advanced DNA methodologies in a targeted fashion to identify unknown violent serial offenders.
 - Applicants should work with the local/state laboratory to compile a list of all sexual assault/sexual assault homicide cases in their jurisdiction in which a CODIS-eligible profile was obtained and uploaded to NDIS but has yet to generate a hit associated with a known offender. An approximate number of such cases must be provided in the application to help establish the scope of the problem.
 - Applicants can use funding to evaluate the threat to public safety by each unknown perpetrator in terms of violent acts committed and/or their serial nature, as well as prioritize additional DNA testing accordingly.
 - Applicants will also need to consult with their laboratory on each case to determine if sufficient DNA is available for additional DNA testing. Genealogy and phenotyping tests typically require 1 nanogram (ng) of DNA.

Applicants should strategically apply advanced DNA methodologies to identify and apprehend offenders associated with unknown DNA profiles in CODIS. Funding can be used for the following:

- **Familial DNA searches** (if legally allowed in the applicant's state): Overtime costs for lab personnel to conduct familial searches and perform Y-STR testing to evaluate potential familial matches and for investigative activities associated with the location, verification, and apprehension of suspects.
- **Forensic genetic genealogy searches:** To outsource forensic genealogy searches and for lab personnel overtime pay, Y-STR testing to evaluate potential familial matches, and investigative activities associated with the location, verification, and apprehension of suspects. Familial searches (if legally allowed in the applicant's state) must first be performed to try and identify the suspect before pursuing forensic genealogy searches.
 - Applicants who will be performing familial DNA searches must partner with their lab and provide documentation of their lab's commitment to performing a specified

number of familial searches per month for SAKI cases. This is to ensure that the submission of cases for FGG (should the familial search prove negative) are not unnecessarily delayed.

- **Phenotyping/ancestral analysis:** Outsource phenotyping/ancestral analysis, publicly disseminate the resulting suspect composite, and support investigative activities associated with leads generated as a result of the testing. Familial searches (if legally allowed in the applicant's state) and FGG must be first performed to identify a suspect before pursuing phenotyping/ancestral analysis.

Under Purpose Area 4, applicants must establish partnerships where possible. Sites will need to establish:

- A point of contact who will coordinate activities with all key stakeholders.
- A small working group comprising a prosecutor, investigator, laboratory representative, and community advocate (at a minimum).

PURPOSE AREA 5: Developing and Implementing a Sustainability Plan

The goals of a holistic SAKI approach are to implement sustainable changes in procedures and policies to ensure that unsubmitted kits never accumulate again and ensure that the overall response to sexually motivated crimes is enhanced to ensure timeliness and a victim-centered focus. As many SAKI grantees are near the completion of testing, investigating, and prosecuting their cases, this purpose area solicits existing or previous SAKI grantees, which have addressed their unsubmitted kits and the downstream case activities for the majority of their cases, for one final SAKI project that is focused on sustainability.

Examples of permissible activities include the creation/enhancement of policies and procedures that:

- Require law enforcement agencies to submit all previously unsubmitted sexual assault kits to a forensic crime laboratory to be tested.
- Require an annual statewide inventory of all SAKs in the possession of law enforcement and/or the state forensic crime laboratory.
- Require all law enforcement agencies to submit newly collected SAKs to a forensic crime laboratory as well as policies and procedures that require the forensic lab to test the submitted kits within a specified timeframe.
- Adopt biological evidence retention policies/protocols that are victim centered and preserve evidence from uncharged or unsolved reported cases for 50 years or the length of the statute of limitations, whichever is longer.
- Require a SAK tracking system that allows for survivors to check on the status of their kits throughout the process.
- Require all qualifying sexual assaults and sexually motivated homicides to be entered in a timely manner into ViCAP. This includes routine searching of the database to generate investigative leads.
- Require mandatory training for all law enforcement officers on sexually motivated crimes.
- Require both the creation and then regular convening of multidisciplinary working groups in individual prosecutorial jurisdictions for regular case reviews as well as a statewide multidisciplinary advisory council to serve in an advisory capacity for developing best practices and protocols to aid survivors of sexually motivated crimes.
- Ensure that all survivors receive victim notification on the status and location of their sexual

assault kits, information about the testing of said kit, as well as victim-centered and trauma-informed information on the investigative and prosecutorial decisions surrounding the crime.

Information contained in this section is a compilation from the following sources, with credit to the respective authors and contributors: DOJ, OJP, National Institute of Justice (2017), "National Best Practices for Sexual Assault Kits: A Multidisciplinary Approach" (<https://www.ojp.gov/pdffiles1/nij/250384.pdf>); Joyful Heart Foundation, "Six Pillars of Legislative Rape Kit Reform" (<https://www.endthebacklog.org/ending-backlog-our-approach/campaign-end-backlog>); P. A. Melton (2020), "Enacting an Improved Response to Sexual Assault: A Criminal Justice Practitioner's Guide," RTI Press Occasional Paper No. OP-0066-2007 (<https://doi.org/10.3768/rtipress.2020.op.0066.2007>).

Purpose Area 6: National Cold Case Initiative

Under SAKI, we are seeing a significant number of violent serial offenders linked to a multitude of crimes. Not only are these individuals committing sexual assaults, but they are also frequently responsible for homicides and other violent offenses. Under Purpose Area 6, BJA expands on the success of SAKI and utilizes the BJA SAKI Model to support the investigation of all other violent crime cold cases in an effort to solve even more cases and apprehend these perpetrators before they commit additional offenses, thereby increasing public safety.

This purpose area will encompass all other violent crime cold cases which are not sexually motivated and provide funding not only for DNA/FGG activities but also for critical and labor intensive investigative, behavioral and crime analysis, and prosecutorial activities, as well as victim and family advocacy.

This funding is intended as enhancement funds for existing and/or previous SAKI grantees that have addressed their unsubmitted kits and have clearly demonstrated they have also addressed the downstream case activities under SAKI (investigation, prosecution) for at least 75 percent of their cases.

For this purpose area, applicants must propose to implement a comprehensive approach to resolve violent crime cold cases that includes all three elements of the BJA SAKI Model, as modified herein for this particular purpose area.

Essential Elements of the BJA SAKI Model for Purpose Area 6

- **Inventory all unresolved violent crime cold cases** in the jurisdiction's possession, regardless of where they are stored (police evidence facility, medical examiner/coroner office, hospital, or other relevant locations).
- **Create a multidisciplinary working group** that convenes regularly to address and identify the individual, organizational, and systemic factors that led to the high number of unresolved violent crime cold cases in the jurisdiction. Develop a comprehensive strategy to address the backlog and provide uniform assistance to all agencies that fall within the grantee's jurisdiction (including those in rural and tribal areas). This working group should comprise law enforcement personnel (including superior officers and officers that respond to and investigate violent crime cold cases), forensic medical personnel (including sexual assault forensic examiners), forensic laboratory personnel, prosecutors, victim advocates (both system and community-based), and victim treatment providers.
- **Designate a site coordinator** who will serve as the team's central point of contact with the full support of the lead agency. This individual and the lead organization will be responsible

for fostering and coordinating communication among team members and ensuring that the team is meeting its milestones. The site coordinator must also demonstrate a willingness and commitment to institutionalize systems, policies, and protocols developed by the working group to address the backlog of unresolved violent crime cold cases. The site coordinator must be a strong and knowledgeable leader who can work closely with the lead agency to ensure a coordinated effort among all team members and is able to leverage the skills of their organization to support the work. The coordinator must be able to foster solid working relationships and hold all entities accountable for their roles within the Purpose Area 6 effort. The site coordinator does not need to be a sworn law enforcement officer, but prior experience working with law enforcement agencies, prosecutors, and victim advocates will be highly advantageous.

Applicants may request funds to support other activities, as determined by the needs of the applicant's jurisdiction. However, regardless of how they propose to use the funds, applicants must describe how their projects will include all three of the BJA SAKI Model's elements in their proposal narratives, as follows.

The inventory must:

- Capture the following information (where possible):
 - Total number of unresolved violent crime cold cases
 - A written summary of the process used to conduct the inventory
 - Specific types of information associated with each unresolved violent crime cold case, to include, where possible:
 - The overall date range of violent crime cold cases in the site's possession
 - The date of the offense
 - The law enforcement incident number (or other unique identifier)
- Not permit supplanting. Site inventories cannot include any violent crime cold cases that occurred after the application submission date.
- Be completed and approved by BJA before evidence can be submitted for testing using SAKI funding.
- Identify violent crime cold cases that may soon be affected by a statute of limitations.

The multidisciplinary working group must meet regularly to:

- Improve training to include cross-disciplinary training for working group members to ensure that all participants and disciplines are prepared to respond in a victim-centered manner and improve the quality of responses to future reports of violent crime cold cases. Such training should include instruction on the probative value of forensic evidence typically contained in violent crime cold cases, including its utility in developing investigatory leads, identifying suspects, and increasing the likelihood of successful prosecutions.
- Address potential trauma for victims when reopening historical violent crime cold cases to prevent revictimization.
- Strengthen victim and family advocacy resources within the law enforcement agency and/or community-based advocacy organizations. This may include the creation of a victim/family advocate position within the agency, dedicated to victim engagement and notification, who can work with investigators as they pursue leads associated with evidence from violent crime cold cases.
- Enter all criteria cases into ViCAP to increase the chances of identifying and apprehending violent serial perpetrators who pose a serious threat to public safety.
- Identify and allocate the resources (laboratory review, investigatory, prosecutorial, and advocacy) required to produce and follow up on all valid evidence resulting from the testing

process.

- Establish or implement processes that prioritize the investigation and adjudication of violent crime cold cases.
- Establish evidence tracking, case management, and victim notification mechanisms that enhance accountability, transparency, and information sharing among different system users. These systems must enhance the jurisdiction's ability to manage and monitor the progress of violent crime cold cases through the evidence collection and testing process; provide enhanced case management capabilities that assist in case assignment, tiered supervisory review, and electronic case tracking; and provide victims with access to information about their cases.

Applicants under Purpose Area 6 may also request funds to support the following activities:

- **Testing of evidence** to include outsourcing evidence for testing and a technical review of data/results as well as tracking and reporting of performance measures. Funding may also be used to perform additional DNA testing including:
 - **Y-STR testing for samples** that fail to yield a CODIS-eligible profile but where male DNA was detected and a known suspect sample is available for direct comparison, as well as for complex mixtures where known suspect samples are available for direct comparison or when a jurisdiction has already implemented a local Y-STR suspect database.
 - **Familial DNA searches** (if legally allowed in the applicant's state) of DNA profiles attributed to violent serial offenders associated with cold case evidence. The profile of the unknown offender must have previously been uploaded to CODIS but has yet to generate a hit associated with a known suspect in the database. Funds can support costs associated with overtime for lab personnel, Y-STR testing to evaluate potential familial matches, and investigative activities associated with the location, collection, and analysis of suspect DNA samples for comparison with or identification of the actual perpetrator.
 - **Forensic genetic genealogy searches** of DNA profiles attributed to violent serial offenders associated with cold case evidence. The profile of the unknown offender must have previously been uploaded to CODIS but has yet to generate a hit associated with a known suspect in the database. Funds can be used to outsource forensic genealogy searches; support laboratory personnel overtime pay; support Y-STR testing to evaluate potential familial matches; or support investigative activities associated with the location, collection, and analysis of suspect DNA samples for comparison with or identification of the actual perpetrator. Familial DNA searches (if legally allowed in the applicant's state) must be performed first to try and identify a suspect before pursuing forensic genealogy searches.
 - Applicants who will be performing familial DNA searches must partner with their lab and provide documentation of their lab's commitment to performing a specified number of familial searches per month for violent crime cold cases. This is to ensure that the submission of cases for FGG (should the familial search prove negative) are not unnecessarily delayed.
 - **Phenotyping/ancestral analysis** of DNA profiles attributed to violent serial offenders associated with cold case evidence. The profile of the unknown offender must have previously been uploaded to CODIS but has yet to generate a hit associated with a known suspect in the database. Funds can be used to outsource phenotyping/ancestral analysis or to support investigative activities associated with leads generated as a result of the testing. Familial DNA searches (if legally allowed in the applicant's state) and FGG must be performed first to identify a suspect before pursuing phenotyping/ancestral analysis.

- **Identifying challenges** related to outsourcing, the technical review of data, CODIS uploads of results produced by private laboratories, current in-house standard operating procedures that contribute to deficiencies in the DNA screening and testing process, and determining solutions to promote greater efficiency.
- **Additional assistance** (not including laboratory equipment) that should include support for public laboratories' implementation of sustainable, automated, and streamlined evidence processing procedures to ensure long-term capacity and efficiency.
- **Personnel costs**, including hiring and overtime, to allow adequate follow-up for investigations and prosecutions that result from evidence related to testing unresolved violent crime cold cases. This may include the establishment of cold case units and the hiring of specialized victim/family advocates or victim treatment providers to engage in victim-centered notification, communication, and support activities.
- **Evidence tracking systems**, case management systems, or other technology (not including laboratory equipment) to enhance investigation and/or prosecution capacity in relation to violent crime cold cases as part of a holistic approach, as well as training on the new systems. Note: Procurement using federal funds must adhere to Procurement Standards set out at 2 C.F.R. Sections 200.317 through 200.326 and given regulatory effect by way of 2 C.F.R. Part 2800, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards by the Department of Justice.
- **Renovation of existing evidence storage facilities** (e.g., installing temperature and/or humidity controls) to ensure optimal preservation of evidence. Funding this must not exceed \$200,000.
- **Soft interview rooms** to ensure an optimal environment for victim interviews and interactions. Funding this must not exceed \$1,000.
- **Expiration of statutes of limitations** on violent crime cold cases, testing protocols, investigative practices, and policies and procedures related to previously closed cases that are subsequently reopened.
- **Crime/intelligence analysis activities** and resources to help identify perpetrators. Funding may be used for overtime pay of existing departmental crime/intelligence analysts to support investigations or fee-for-service/outsourcing crime analysis. Crime analysis activities under this program must be performed for the primary purpose of suspect identification. For example, investigations may benefit when DNA profiles of persons with a single or serial offense yield no CODIS hits, but by using crime analysis to leverage available non-forensic information (such as a suspect's physical description, location of the violent crime, and a timeline of serial or related offenses), the suspect(s) could be identified. Award recipients must enter all criteria cases into ViCAP by the end of the grant period and should budget accordingly.
- **Establishing and supporting formal partnerships with researchers** to assess the data, prioritize cases to investigate and prosecute, support strong implementation fidelity, and evaluate the implementation process and outcomes associated with the jurisdiction's project. Such evaluation activity may focus on, but is not limited to, examination of the underlying causes of the jurisdiction's unresolved violent crime cold case backlog and the effect of improved training for law enforcement, prosecution, and victim advocacy professionals on case clearance rates, prosecution outcomes, and victim participation and satisfaction with the criminal justice process.

Program Requirements: Award recipients must, on a monthly basis, report the number of cases reviewed and catalogued by working group members—including local, state, federal, and tribal law enforcement partners—to BJA via the TTA provider. BJA also encourages award recipients to make their aggregate inventory and tracking data available to the public to increase the transparency of their evidence testing and disposition processes.

The Goals, Objectives, and Deliverables are directly related to the performance measures that show the completed work's results, as discussed in the "Application and Submission Information" section.

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 projects and activities funded under this solicitation. For additional information and applicable documentation to be included in the application, see the [OJP Grant Application Resource Guide](#) section entitled "Information Regarding Potential Evaluation of Programs and Activities."

Priority Areas

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

1. Priority Considerations Supporting Executive Order 13985, *Advancing Racial Equity and Support for Underserved Communities Through the Federal Government*

In support of this [Executive Order](#), OJP will provide priority consideration when making award decisions to the following:

A. Applications that propose project(s) that are designed to promote racial equity and the removal of barriers to access and opportunity for communities that have been historically underserved, marginalized, and adversely affected by inequality.

To receive this consideration, the applicant must describe how the proposed project(s) will address potential racial inequities and contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, and adversely affected by inequality, and identify how the project design and implementation will specifically incorporate the input or participation of those communities and populations disproportionately impacted by crime, violence, and the criminal justice system overall. Examples addressing this requirement include, but are not limited to, the following: budgeted project planning and/or implementation meetings with community stakeholders representing historically underserved and marginalized communities; outreach and/or public awareness campaigns specifically tailored to historically underserved and marginalized communities to encourage participation in the proposed project(s); budgeted incorporation of members representing historically underserved and marginalized communities in program evaluation, surveys, or other means of project feedback; and partnership with organizations that primarily serve communities that have been historically underserved, marginalized, and adversely affected by inequality.

B. Applicants that demonstrate that their capabilities and competencies for implementing their proposed project(s) are enhanced because they (or at least one proposed subrecipient that will

receive **at least 40%** of the requested award funding, as demonstrated in the Budget Web-Based Form) identify as a *culturally specific organization*.

To receive this additional priority consideration, applicants must describe how being a culturally specific organization (or funding the culturally specific subrecipient organization(s)) will enhance their ability to implement the proposed project(s) and should also specify which populations are intended or expected to be served or to have their needs addressed under the proposed project (s).

Culturally specific organizations are defined for the purposes of this solicitation as private nonprofit or tribal organizations whose primary purpose as a whole is to provide culturally specific services to racial and ethnic groups, including, among others, Black people, Hispanic and Latino people, Native American and other Indigenous peoples of North America (including Alaska Native, Eskimo, and Aleut), Asian Americans, Native Hawaiians, and/or Pacific Islanders.

2. Priority Considerations Supporting Executive Order 14074, *Advancing Effective, Accountable Policing and Criminal Justice Practices to Enhance Public Trust and Public Safety*

Executive Order 14074, *Advancing Effective, Accountable Policing and Criminal Justice Practices to Enhance Public Trust and Public Safety* requires the Attorney General, through discretionary grantmaking and training and technical assistance, to encourage and support State, Tribal, local, and territorial governments and law enforcement agencies to adopt the policies, best practices, and guidelines addressed in the executive order, including, but not limited to: (i) investigating deaths in custody; (ii) recruiting and retaining diverse and service-oriented law enforcement professionals; (iii) collecting and reporting use of force and misconduct data; (iv) improving community and law enforcement dialogue; (v) responding to individuals in mental health crisis or with disabilities; (vi) the proper and responsible use of technology; (vii) restrictions on unannounced entries and certain restraints; (viii) addressing implicit bias; (ix) restricting the use of militarized equipment;? (x) broader criminal justice reform; and, (xi) officer wellness and mental health.

As such guidance is developed in accordance with the executive order, and where the guidance is applicable to the specific solicitation, DOJ will identify specific opportunities for training and technical assistance and priority consideration for applications that demonstrate or seek to support the policies of the Executive Order.

For the purposes of this solicitation, OJP and COPS will provide priority consideration for the following items, for which the DOJ has already issued policies, guidance, and/or best practices:

1. participation in the collection and reporting to DOJ of data on law enforcement use of force and deaths in custody,
2. participation in the collection and reporting to DOJ of data on officer suicides and officers killed and assaulted,
3. restrictions on unannounced entries and neck/carotid restraints, and
4. restrictions on the possession and use of militarized equipment.

To receive this consideration, the applicant must describe how they currently support one or more of the identified policy areas.

Note: Addressing these priority areas is one of many factors that OJP considers in making funding decisions. Receiving priority consideration for one or more priority areas does not guarantee an award.

Federal Award Information

Solicitation Categories

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-BJA-2023-00033-PROD	Purpose Area 1: Comprehensive Approach to Unsubmitted Sexual Assault Kits	8	\$2,500,000	10/1/23 12:00 AM	36
C-BJA-2023-00034-PROD	Purpose Area 2: SAKI for Small Agencies	3	\$1,000,000	10/1/23 12:00 AM	36
C-BJA-2023-00035-PROD	Purpose Area 3: Collection of Lawfully Owed DNA	4	\$1,500,000	10/1/23 12:00 AM	36
C-BJA-2023-00036-PROD	Purpose Area 4: Investigation and Prosecution of Cold Case Sexual Assaults	8	\$1,500,000	10/1/23 12:00 AM	36
C-BJA-2023-00037-PROD	Purpose Area 5: Developing and Implementing a Sustainability Plan	2	\$1,000,000	10/1/23 12:00 AM	36
C-BJA-2023-00038-PROD	Purpose Area 6: National Cold Case Initiative	8	\$2,500,000	10/1/23 12:00 AM	36

Awards, Amounts and Durations

Anticipated Number of Awards

33

Anticipated Maximum Dollar Amount of Awards

\$2,500,000

Period of Performance Start Date
10/1/23

Period of Performance Duration (Months)
36

Anticipated Total Amount to be Awarded Under Solicitation
Approximately \$50,000,000

Continuation Funding Intent

BJA may, in certain cases, provide additional funding in future years to awards made under this solicitation through continuation awards. OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, and the award-funded work's progress, when making continuation award decisions.

Availability of Funds

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

Type of Award

BJA expects to make awards under this solicitation as grants. 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.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [OJP Grant Application Resource Guide](#) for additional information.

Cost Sharing or Matching Requirement

This solicitation does not require a match.

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

See the [OJP Grant Application Resource Guide](#) for information on pre-agreement costs (also known as pre-award costs).

Limitation on Use of Award Funds for Employee Compensation: Waiver

See the [OJP Grant Application Resource Guide](#) for information on the Limitation on Use of Award Funds for Employee Compensation; Waiver.

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.

Costs Associated with Language Assistance (if applicable)

See the [OJP Grant Application Resource Guide](#) for information on Costs Associated with Language Assistance.

Unmanned Aircraft Systems

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

Eligibility Information

For eligibility information, see the solicitation cover page.

An applicant that previously received an award under SAKI is eligible to apply for funding under all purpose areas in this solicitation; however, the applicant must:

- Clearly justify the need for additional funding support and detail how additional funding will enhance or expand their ability to address issues associated with unsubmitted SAKs in their jurisdiction.
- Summarize the progress and deliverables achieved under their current SAKI grant to date.
- Include in their application the plan and budget to complete an expanded inventory to include partially tested SAKs, if this has not already been done.

For information on cost sharing or match requirements, see the "Federal Award Information" section.

For the purposes of this solicitation, "state" means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

Notice regarding law enforcement agencies: 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 2023 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 certification requirement, please visit <https://cops.usdoj.gov/SafePolicingEO> to access the Standards for Certification on Safe Policing for Safe Communities, the Implementation Fact Sheet, and the List of Designated Independent Credentialing Bodies.

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

Application and Submission Information

Content of Application Submission

The following application elements **must** be included in the application to meet the basic minimum requirements to advance to peer review and receive consideration for funding:

- Proposal Abstract
- Proposal Narrative
- Budget Web-Based Form (The web-based form includes the budget details and the budget narrative.)

If OJP determines that an application does not include these elements, it will neither proceed to peer review, nor receive further consideration.

Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov

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

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

Intergovernmental Review: This solicitation (“funding opportunity”) **is not** subject to [Executive Order \(E.O.\) 12372](#). In completing the SF-424, an applicant is to answer question 19 by selecting “Program is not covered by E.O. 12372.”

Standard Applicant Information (JustGrants 424 and General Agency Information)

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

Proposal Abstract

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

Proposal Narrative

The Proposal Narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point font; have no less than 1-inch

margins; and should not exceed 15 numbered pages. If the Proposal Narrative fails to comply with these length restrictions, [Insert PO] may consider such noncompliance in peer review and in final award decision.

The Proposal Narrative must include the following sections:

a. Statement of the Problem

For the relevant purpose area, describe generally the need for funding and address what resources are available and any gaps.

For Purpose Area 1, provide an overview of the current nature and extent of unsubmitted SAKs and information on the history and causes of this problem. Discuss the gaps in current processes and protocols that the applicant intends to address with the grant to inventory, track, test previously unsubmitted SAKs, and implement the elements of the BJA SAKI Model. Provide information regarding the extent of evidence that has yet to be submitted to a crime laboratory in as great detail as possible.

For Purpose Area 2, provide an overview of the current nature and extent of unsubmitted SAKs as well as current efforts and resources to address the problem. Describe generally the need for resources in local and/or tribal jurisdictions to achieve the results as described in this grant announcement. Describe and provide information on the extent of evidence that has yet to be submitted to a crime laboratory in as much detail as possible. Describe how need, capacity, and scope may differ from the BJA SAKI Model to inform the applicant's proposed approach.

For Purpose Area 3, provide an overview of the current need to collect lawfully owed DNA from qualifying individuals (arrestee and/or convicted) and how the applicant intends to utilize grant funds to conduct a census of, track, and test previously uncollected samples from convicted offenders. In particular, the applicant must describe how uncollected samples from convicted offenders impact the ability to resolve sexual assault cases associated with previously unsubmitted SAKs in their jurisdiction. The applicant must also describe any existing policies related to lawfully owed DNA collection and detail the partnerships necessary to ensure the initiative's success.

Provide information describing the extent of uncollected DNA samples in as much detail as possible. The applicant must describe the existing legislation and policies governing the lawfully owed DNA collection process and clearly describe how the project will adhere to and operate within the constraints of current state legislation. The applicant must also outline the categories of eligible convicted offenders from whom they could legally collect DNA for the purposes of uploading it to CODIS.

For Purpose Area 4, provide an overview of the current challenges that the applicant faces in investigating and prosecuting cold cases associated with sexual assault and generally describe the need for funding to achieve results. Describe and provide information regarding the extent of sexual assault cases that are yet to be investigated or prosecuted due to resource issues. Describe how law enforcement will interview and investigate convicted sexually motivated individuals and what information will potentially be gathered. Document how the applicant's jurisdiction has already addressed or prevented any issues related to untested SAKs.

For Purpose Area 5, the overall goals of a holistic SAKI approach are implementing sustainable changes in procedures and policies to ensure that unsubmitted kits never accumulate again and ensuring that the overall response to sexually motivated crimes is enhanced to ensure timeliness and a victim-centered focus. Describe in-depth efforts that have been made or efforts that are being proposed to create systemic, long-term change to comprehensively reform the manner in which sexually motivated crimes are investigated and prosecuted in the applicant's jurisdiction. Outline previous SAKI efforts, provide current updates on any current or existing grants, as well as discuss any legislation that may have been passed to address sexual assault reform.

For Purpose Area 6, provide an overview of the current challenges that the applicant faces in investigating and prosecuting unresolved violent crime cold cases and generally describe the need for funding to achieve results. Describe and provide information regarding the extent of violent crime cold cases that are yet to be investigated or prosecuted due to resource issues. Document how the applicant's jurisdiction has already addressed or prevented any issues related to unsolved/unresolved violent crime cold cases.

b. Project Design and Implementation

For Purpose Area 1, applicants must detail how they will address the three required elements of the BJA SAKI Model. The project design must be holistic and include detailed information on the applicant's plan to inventory, track, and test previously unsubmitted SAKs; produce necessary protocols and policies in support of improved coordination and collaboration among laboratories, police, prosecutors, and victim service providers in response to emergent evidence and casework; prioritize SAK testing and results, taking into consideration statute of limitations issues; describe the resources required to comprehensively address the sexual assault investigations and prosecutions that result from evidence and CODIS hits produced by tested SAKs; and support and optimize victim notification protocols and services.

Applicants must detail how they will implement the deliverables listed in the Goals, Objectives, and Deliverables section. Applicants should also detail how they will work with specific law enforcement entities, victim advocacy organizations, and other stakeholder groups within their jurisdictions to ensure new policies and procedures are implemented that prevent future recurrence of unsubmitted SAKs and that focus on a victim-centered approach to sexual assault evidence collection, testing, investigation, and prosecution.

For Purpose Area 2, applicants must detail how funding will be used to address the activities associated with unsubmitted SAKs, how they will develop a multidisciplinary approach to address current issues, and how they will prevent unsubmitted SAKs-related issues from recurring in the future.

The applicant must detail how they will address the three required elements of the BJA SAKI Model in order to implement a holistic victim-centered approach to unsubmitted SAKs in their jurisdiction, with modifications to address local need, capacity, and scope. The project design must include information on the applicant's plan to inventory, track, and test previously unsubmitted SAKs; any protocols and policies in support of improved coordination and collaboration among laboratories, police, prosecutors, and victim service providers in response to emerging evidence and casework; any plans to prioritize SAK testing and results, taking into consideration statute of limitations issues; resources to support sexual assault investigations and prosecutions that result from evidence and CODIS hits produced by tested SAKs; and victim notification protocols and services. BJA encourages innovative approaches and collaboration across jurisdictions to maximize capacity and fidelity to the BJA SAKI Model while making refinements to reflect local differences.

The applicant must detail the activities and deliverables they choose from the Goals, Objectives, and Deliverables section. Overall, the policies, procedures, and activities implemented must prevent future backlogs of unsubmitted SAKs and focus on a victim-centered approach to sexual assault evidence collection, testing, investigation, and prosecution.

For Purpose Area 3, applicants must detail the need to collect lawfully owed DNA in their jurisdictions and/or improve arrestee DNA protocols and how such efforts would help increase the chances of resolving unsolved sexual assault cases that could be linked to previously unsubmitted or untested SAKs.

Applicants must detail how they will implement the deliverables listed in the Goals, Objectives, and Deliverables section. Applicants should detail how they will work with specific law enforcement entities, department of corrections or bureau of prisons, and other stakeholder groups within their jurisdictions to ensure new policies and procedures are implemented that ensure the timely collection and entry into CODIS of DNA samples and also prevent future recurrence of the problem.

The applicant must determine if the convicted persons DNA collection coordinator must be a sworn law enforcement officer, based upon agency operational and legislative requirements. This role could be filled by one of the existing SAKI working group members; if this is the case, the application must detail how the designated individual will perform all relevant SAKI-related tasks. The applicant must detail how the convicted persons DNA collection coordinator will work with the SAKI working group to identify convicted offenders from whom DNA should be collected.

In presenting the project's implementation plan, the applicant must outline current state legislation and policies governing lawfully owed DNA collection from convicted offenders; identify an individual who will act as the convicted offender's DNA collection coordinator; and commit to conducting a comprehensive census of convicted offenders to inform the collection strategy, including:

1. Modification of the SAK/SAKI evidence tracking system for samples collected:
 - a. It is expected that applicants modify their existing SAK/SAKI evidence tracking systems for the purposes of tracking the collection, testing, CODIS entry, CODIS hits, and subsequent investigations/prosecutions.
 - b. Applicants must detail the necessary modifications that will be made to their tracking systems and the estimated timeframe for completion.
2. Timeline for performing census, collections, testing, and entry into CODIS.
3. How resulting CODIS hits will be handled and how leads will be investigated, particularly those hits pertaining to evidence from SAKs tested under SAKI. The applicant must detail how the collection coordinator will work with the SAKI working group to coordinate these efforts.
4. How the collection coordinator and the SAKI working group will develop new policies and procedures to ensure this problem does not occur again.

For Purpose Area 4, applicants must detail how funding will be used to address the activities associated with the investigation and prosecution of sexual assault cases that resulted from testing backlogs of previously unsubmitted SAKs, and how they will prevent similar issues from occurring in the future.

The project design must include information on the applicant's plan to investigate and prosecute sexual assault cases; any protocols and policies in support of improved collaboration among laboratories, police, prosecutors, and victim service providers in response to emerging evidence and casework; and any plans to prioritize SAK investigation and prosecution, taking into consideration statute of limitations issues, as well as to support and optimize victim notification protocols and services.

For Purpose Area 5, applicants must provide an overview of their previous/current SAKI project (s), the policies implemented or to be implemented, and how they will be sustained long term.

They must detail how they addressed past and/or existing SAKI grants and the three required elements of the BJA SAKI Model. Applicants must detail how funding will be used to implement new or enhance existing policies and/or procedures (i.e., legislation changes) to ensure the long-term sustainability of their previously awarded SAKI projects. The overarching purpose is to limit or eliminate the accumulation of untested and unsubmitted SAKs, enhance responses to sexually motivated crimes, while serving survivors in a trauma-informed manner.

For Purpose Area 6, applicants must detail how funding will be used to address the activities associated with the investigation and prosecution of violent crime cold cases that are not sexually motivated and how investigators and prosecutors will work in tandem along with other relevant stakeholders to investigate and resolve these cases.

The project design must include information on the applicant's plan to investigate and prosecute violent crime cold cases; any protocols and policies in support of improved collaboration among laboratories, police, prosecutors, and victim service providers in response to emerging evidence and casework; and take into consideration statute of limitations issues.

If the applicant is seeking priority consideration for Priority 1(A), it should address in this section how the proposed project(s) will promote racial equity and the removal of barriers to access and opportunity for communities that have been historically underserved, marginalized, and adversely affected by inequality, and identify how the project design and implementation will specifically incorporate the input or participation of these communities.

c. Capabilities and Competencies

For Purpose Area 1, fully describe the capabilities and competencies of the assigned staff, including the selected site coordinator and any sub-awardees, to achieve the program's goals and deliverables. The applicant must demonstrate capacity to develop and implement new policies and procedures within their jurisdiction and collaborate with various stakeholders from the forensic, law enforcement, and victim advocacy communities to improve law enforcement's management of, and response to, crimes of sexual assault.

The applicant must clearly detail the expected or established structure of the multidisciplinary working group, include a list of key team members from each participating agency (one from each agency), and describe the role of each team member. The applicant should identify the lead agency for this effort and outline its role and the plan for coordination among partnering agencies. The applicant must identify and delineate the role and activities of the site coordinator who will serve as the central point of contact for the working group.

For Purpose Area 2, fully describe the capabilities and competencies of the assigned staff to achieve the program's goals, objectives, and deliverables. The applicant must demonstrate capacity to collaborate with various stakeholders from the forensic, law enforcement, and victim advocacy communities to improve law enforcement's management of, and response to, crimes of sexual assault. Applicants should identify and fully describe the qualifications of the site coordinator and lead agency.

The applicant must clearly describe the partners and their specific roles, as well as the lead agency for this effort and its role, and the plan for coordination among partnering agencies. The applicant must identify and delineate the role and activities of the person who will serve as the central point of contact for the working group. This person may be funded part or full time, or in kind.

For Purpose Area 3, fully describe the capabilities, competencies, and qualifications of the

assigned staff, including the convicted offender's DNA collection coordinator, to achieve the program's goals, objectives, and deliverables. The applicant must demonstrate capacity to develop and implement new policies and procedures within their jurisdiction; collaborate with various stakeholders from the forensic, law enforcement, and corrections communities to improve law enforcement's ability to collect DNA from persons at risk for committing serious and violent crimes; and use the resulting information to help resolve cases associated with previously unsubmitted SAKs.

The applicant must determine if the convicted offender's DNA collection coordinator must be a sworn law enforcement officer, based upon agency operational and legislative requirements. This role could be filled by one of the existing working group members; if this is the case, the application must detail how the designated individual will perform all relevant SAKI-related tasks. The applicant must detail how the convicted offender's DNA collection coordinator will work with the working group to identify convicted offenders from whom DNA should be collected.

For Purpose Area 4, fully describe the capabilities and competencies of the assigned staff to achieve the program's goals, objectives, and deliverables. The applicant must demonstrate capacity to collaborate with various stakeholders from the forensic, law enforcement, and victim advocacy communities to improve law enforcement's management of, and response to, sexual assault cold crimes.

The applicant must also clearly detail the partners and their roles, the lead agency for this effort and its role, and the plan for coordination among partnering agencies. The applicant must identify and delineate the role and activities of the coordinator who will serve as the central point of contact for the working group. This person may be funded part or full time, or in kind.

For Purpose Area 5, fully describe the capabilities and competencies of the assigned staff to achieve the program's goals, objectives, and deliverables. The applicant must demonstrate capacity to develop and implement new/existing policies and procedures within their jurisdiction, and they must demonstrate collaboration with various stakeholders from the forensic, law enforcement, and corrections communities to ensure any changes are sustainable for the long term.

For Purpose Area 6, fully describe the capabilities and competencies of the assigned staff to achieve the program's goals, objectives, and deliverables. The applicant must demonstrate capacity to collaborate with various stakeholders from the forensic, law enforcement, and victim advocacy communities to improve law enforcement's management of, and response to, violent crime cold cases.

The applicant should identify and fully describe the qualifications of the site coordinator and lead agency. The applicant must also clearly detail the partners and their roles, the lead agency for this effort and its role, and the plan for coordination among partnering agencies. The applicant must identify and delineate the role and activities of the coordinator who will serve as the central point of contact for the site team. This person may be funded part or full time, or in kind.

If the applicant is seeking priority consideration under Priority 1(B), it should describe within this section how being a culturally specific organization (or funding a culturally specific subrecipient organization at a minimum of 40% of the project budget) will enhance its ability to implement the proposed project(s), should also specify which populations are intended or expected to be served or have their needs addressed under the proposed project(s), and should include the website address (if applicable) and formal or informal mission statement or principles of the culturally specific organization.

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

For all six purpose areas, describe the process for measuring project performance. Identify who will collect the data, who is responsible for performance measurement, and how the information will be used to guide and assess the program. Describe the process to accurately report data. Applicants should also describe the methods they will use for tracking and reporting the required information regarding unsubmitted SAKs.

For Purpose Area 3, applicants should also describe the methods they will use for tracking and reporting the required information regarding convicted offenders' lawfully owed DNA samples.

Note: An applicant is **not** required to submit performance data with the application. Rather, performance measure information is included as a notification that award recipients will be required to submit performance data as part of each award's reporting requirements. Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.

OJP will require each award recipient to submit regular performance data that show the completed work's results. The performance data directly relate to the goals, objectives, and deliverables identified in the "Goals, Objectives, and Deliverables" discussion. Applicants can visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

Award recipients will only have to complete questions that pertain to the activities funded under their SAKI Purpose Area. Applicants with more than one SAKI award will be expected to accurately track and report data across all active awards. Examples of the performance measures questionnaire can be found at the links below:

Purpose Areas 1 and 2: https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/SAKI-PA1_2-Measures.pdf

Purpose Area 3: <https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/SAKI-Purpose-Area3-Measures.pdf>

Purpose Area 4: <https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/SAKI-PA4-Measures.pdf>

Purpose Area 5: <https://bja.ojp.gov/funding/performance-measures/SAKI-PA5-Measures.pdf>

Purpose Area 6: Because this is a new purpose area, the performance measures will be developed and provided to awardees prior to the first reporting period.

Some modifications may be made to the SAKI performance measures to reflect program changes.

More information on performance measure questions for this program can be found at <https://bja.ojp.gov/funding/performance-measures/bja-program-performance-measures#k2dptd>

BJA will require award recipients to submit performance measure data in the Performance Measurement Tool and separately submit a semi-annual performance report in JustGrants. BJA will provide further guidance on the post-award submission process, if the applicant is selected for award.

e. **Budget**

For all purpose areas, provide a budget for the entire project period that is complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should generally demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to the project's goals. The budget must also cover costs for travel to BJA-required events as noted in this solicitation. Existing SAKI award recipients must provide information on current unobligated SAKI funding and detail why additional funding is needed.

For Purpose Areas 1 and 2, provide an estimate of funds that will be allocated for SAK testing to include actual testing costs, estimated expert testimony fees, and costs associated with the review of outsourced laboratory data and entry into CODIS.

For Purpose Area 3, provide an estimate of funds that will be allocated for convicted offenders' DNA testing to include actual testing costs and costs associated with the review of outsourced laboratory data and entry into CODIS.

For Purpose Area 4, if applicable, provide an estimate of funds that will be allocated for advanced DNA testing costs, which may include familial DNA searches, forensic genealogy searches, and/or phenotyping/ancestral DNA testing.

For Purpose Area 5, provide an estimate of funds that will be allocated to implement new or enhance existing policies and/or procedures (i.e., legislation changes) to ensure the long-term sustainability of previously awarded SAKI projects. Detail the estimated personnel fees and training costs necessary to promote systemic change.

For Purpose Area 6, provide an estimate of funds that will be allocated for advanced DNA testing costs, which may include familial DNA searches, forensic genealogy searches, phenotyping/ancestral DNA testing, and other forensic testing 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](#).

Goal, Objective and Deliverables

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

Goals. The applicant should describe the project's intent to change, reduce, or eliminate the problem noted in the previous section and outline the project's goals.

Program Objectives. The applicant should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They should be measurable and clearly linked to the goal.

Deliverables. Project deliverables refer to outputs—tangible or intangible—that are submitted within the scope of a project.

Budget and Associated Documentation

Budget Worksheet and Budget Narrative (Web-based Form)

The applicant will complete the JustGrants web-based budget form. For additional information, see the OJP Grant Application Resource Guide and the [Complete the Application in JustGrants – Budget](#) training.

If the applicant is seeking priority consideration under Priority 1(A) and has proposed activities (such as community or stakeholder meetings, community outreach or public awareness campaigns, community participation in project design, implementation, or evaluation, etc.) to incorporate the input and participation of communities that have been historically underserved, marginalized, and adversely affected by inequality, financial support for the identified activities and participation must be reflected in the web-based budget form.

If the applicant is seeking priority consideration under Priority 1(B) based on the identification of at least one proposed subrecipient as a culturally specific organization, the proposed funding for the subrecipient in the web-based budget form **must reflect a minimum of 40% of award funding**. The budget narrative must also describe how the activities that will be funded with the (minimum) 40% of award funding provided to the subrecipient **specifically relate to the priority consideration requested** and described in the Capabilities and Competencies section of the application.

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

See the section on Costs Requiring Prior Approval in the [DOJ Grants Financial Guide Post Award Requirements](#) for more information.

Indirect Cost Rate Agreement (if applicable)

If applicable, the applicant will upload their indirect cost rate agreement as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for more information on indirect costs.

Consultant Rate

See the [DOJ Grants Financial Guide](#) for information on the consultant rates which require prior approval from OJP.

Limitation on Employee Compensation; Waiver

See the [OJP Grant Application Resource Guide](#) for information on the Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver.

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

The applicant will download the questionnaire, complete it, and upload it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for the link to the questionnaire and additional information.

Disclosure of Process Related to Executive Compensation

If applicable, the applicant will upload a description of the process used to determine executive compensation as an attachment in JustGrants. See the “Application Attachments” section of the [OJP Grant Application Resource Guide](#) for information.

Additional Application Components

The applicant will attach the additional requested documentation in JustGrants.

Curriculum Vitae or Resumes

Provide resumes of key personnel. Include position descriptions and résumés for key project personnel and multidisciplinary team members.

Tribal Authorizing Resolution

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

Timeline Form

Include a comprehensive timeline that identifies milestones, numerically listed deliverables, and who is responsible for each activity (provide title and agency). Please note, as applicable, that any inventory activity is expected to be completed within 6 months of the grant funding made available to award recipients.

Letters of Support

Applicants to all purpose areas must submit signed letters of commitment from the agency or agencies that possess unsubmitted SAKs, the crime laboratory that provides DNA services to the law enforcement agency (even if outsourcing to a private lab), the prosecutor’s office, and a community-based victim services organization stating its commitment to the project as presented in the application. Applicants applying under Purpose Area 3 must include a letter of support from the department of corrections or bureau of prisons, probation office, medical examiner/coroner (as applicable), or other agency in their jurisdiction or state whose participation will be required to successfully implement a convicted offender’s lawfully owed DNA collection initiative.

Applicants must ensure that the signed letter of commitment, memorandum of understanding, or other mutually signed documents clearly state the involvement and commitment between their agency and state/local laboratory include basic annual deliverables from the lab under the SAKI grant. These might include but are not limited to: the number of technical reviews and CODIS uploads per year of outsourced cases/DNA samples, the number of familial DNA searches per year, and the number of SAKs to be tested per year.

Research and Evaluation Independence and Integrity Statement

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. The applicant will upload documentation of its research and evaluation independence and integrity as an attachment in JustGrants. For additional information, see the [OJP Grant Application Resource Guide](#).

Unsubmitted SAK inventory certification (if applicable)

If an unsubmitted SAK inventory has already been completed by the applicant jurisdiction, the applicant must provide a certification letter signed by the applicant's chief executive officer. The certification letter should detail the results of the inventory.

Applicant Disclosure of SAK Testing Projects

REQUIRED FOR APPLICANTS IN PURPOSE AREAS 1&2, ALL OTHER APPLICANTS DISREGARD

Applicants for Purpose Areas 1&2 must disclose all existing federal grant-funded SAK testing projects (including any funding a crime lab may receive from BJA for the purposes of testing or processing of SAK evidence) and must explain why additional funding is necessary. In addition, applicants for Purpose Areas 1&2 must describe how they will document SAKI funding will be coordinated, tracked separately from any other funding (including BJA's DNA Capacity Enhancement and Backlog Reduction Program), and not duplicate other current grant-funded projects.

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

Complete and submit the SF-LLL in Grants.gov. Once the applicant submits in Grants.gov, this information will pre-pend into JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

DOJ Certified Standard Assurances

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

Applicant Disclosure of Duplication in Cost Items

Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [OJP Grant Application Resource Guide](#) for additional information.

DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing

Review and accept the DOJ Certified Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing. See the [OJP Grant Application Resource Guide](#) for additional information.

Applicant Disclosure and Justification - DOJ High Risk Grantees

If applicable, submit the DOJ High Risk Disclosure and Justification as an attachment in JustGrants. A DOJ High Risk Grantee is an award recipient that has received a DOJ High Risk designation based on a documented history of unsatisfactory performance; financial instability;

management system or other internal control deficiencies; noncompliance with award terms and conditions on prior awards or is otherwise not responsible. See the [OJP Grant Application Resource Guide](#) for additional information.

How to Apply

Registration: Before submitting an application, all applicants must register with the System for Award Management (SAM). You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete.

Submission: Applications must be submitted to DOJ electronically through a two-step process via Grants.gov and JustGrants.

Step 1: After registering with SAM, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html> by the Grants.gov deadline.

Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline. If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

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

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from DIAMD-NoReply@usdoj.gov with instructions on how to create a JustGrants account. Register the Entity Administrator and the Application Submitter with JustGrants as early as possible but no later than 48-72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive an emailed link to complete the rest of the application in JustGrants. The Entity Administrator also will need to log into JustGrants to review and invite the applicant's Authorized Representative(s) before an application can be submitted.

Submit the complete application package in JustGrants at least 24 – 48 hours prior to the JustGrants deadline. Some of the application components will be entered directly into JustGrants, and others will require uploading attached documents. Therefore, applicants will need to allow ample time before the JustGrants deadline to prepare each component. Applicants may save their progress in the system and revise the application as needed prior to hitting the Submit button at the end of the application in JustGrants.

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

Submission Dates and Time

The **SF-424** and the **SF-LLL** must be submitted in Grants.gov by April 04, 2023 8:59 PM ET

The **full application** must be submitted in JustGrants by April 11, 2023 8:59 PM ET

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates with sufficient time to correct any errors and resubmit by the submission deadlines if a rejection notification is received. To be considered timely, the **full application** must be submitted

in JustGrants by the JustGrants application deadline. Failure to begin the SAM.gov, Grants.gov, or JustGrants registration process in sufficient time (i.e., waiting until the date identified in this solicitation) is not an acceptable reason for late submission.

Experiencing Unforeseen Technical Issues Preventing Submission of an Application

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

If an applicant misses a deadline due to unforeseen technical issues with SAM.gov, Grants.gov, or JustGrants, the applicant may request a waiver to submit an application after the deadline. However, the waiver request will not be considered unless it includes a tracking number generated when the applicant contacts the applicable service desks to report technical difficulties. Tracking numbers are generated automatically when an applicant emails the applicable service desks; and for this reason applicants are encouraged to email the appropriate service desk, even if they also intend to call the service desk for phone support. Experiencing wait times for phone support does not relieve the applicant of the responsibility of getting a tracking number.

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

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

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

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

Waiver requests sent to the OJP Response Center must -

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

OJP will review each waiver request and the required supporting documentation and notify the applicant whether the request for late submission has been approved or denied. An applicant that does not provide documentation of a technical issue or that does not submit a

waiver request within the required time period will be denied.

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

Application Review Information

Review Criteria

Merit Review Criteria

Applications that meet the basic minimum requirements will be evaluated by peer reviewers on how the proposed project/program addresses the following criteria:

1. Statement of the Problem/Description of the Issue (15%) - evaluate the applicant's understanding of the program/issue to be addressed.
2. Project Design and Implementation (40%)- evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (25%) - evaluate the applicant's administrative and technical capacity to successfully accomplish the goals and objectives.
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (10%) - evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
5. Budget (10%) - evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

Other Review Criteria/Factors

Other important considerations for BJA include geographic diversity, strategic priorities (specifically including, but not limited to, those priority areas already mentioned, if applicable), available funding, past performance, and the extent to which the Budget Web-Based form accurately explains project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

Review Process

Applications submitted under this solicitation that meet the basic minimum requirements will be evaluated for technical merit by a peer review panel(s) in accordance with OJP peer review policy and procedures using the review criteria listed above.

OJP screens applications to ensure they meet the basic minimum requirements prior to conducting the peer review. Although specific requirements may vary, the following are common requirements applicable to all OJP solicitations:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also

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

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant entity 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).

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

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

Federal Award Administration Information

Federal Award Notices

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

Administrative, National Policy, and Other Legal Requirements

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

Information Technology 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.

General Information about Post-Federal Award Reporting Requirements

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

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

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award

reporting requirements, including performance measure data.

BJA will require award recipients to submit quarterly performance measure data and performance reports in the Performance Measurement Tool (PMT) and separately submit a semi-annual performance report in JustGrants. BJA will provide further guidance on the post-award submission process, if selected for award.

Federal Awarding Agency Contact(s)

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

Other Information

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

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

Provide Feedback to OJP

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

Performance Measures

<https://bja.ojp.gov/funding/performance-measures/bja-program-performance-measures#k2dptd>

Application Checklist

BJA FY23 National Sexual Assault Kit Initiative

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

Pre-Application

Before Registering in Grants.gov:

- Acquire or renew your Entity's [System Award Management \(SAM\) Registration Information](#) (see [OJP Grant Application Resource Guide](#))

Register in Grants.gov

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

Find the Funding Opportunity

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s)
- Select the correct Competition ID
- Access the funding opportunity and application package (see Step 7 in the [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/financialguidedoj/iii-postaward-requirements#6g3y8> (see [OJP Grant Application Resource Guide](#))

Review the Overview of Post-Award Legal Requirements

- Review the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2023 Awards](#)” in the [OJP Funding Resource Center](#).

Review the Scope Requirement

- The federal amount requested is within the allowable limit(s) of:
- Purpose Area 1: \$2,500,000
- Purpose Area 2: \$1,000,000
- Purpose Area 3: \$1,500,000
- Purpose Area 4: \$1,500,000
- Purpose Area 5: \$1,000,000
- Purpose Area 6: \$2,500,000

Review Eligibility Requirement:

- Review the Eligibility section on the cover page and Eligibility Information section in the solicitation.

Application Step 1

Submit the **SF-424** and **SF-LLL** in Grants.gov

- In Section 8F of the SF-424, include the name and contact information of the individual **who will complete the application in JustGrants and the SF-LLL in Grants.gov**

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

- a submission receipt
- a validation receipt
- a grantor agency retrieval receipt

- an agency tracking number assignment

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

- Contact Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov customer support](#), or support@grants.gov regarding technical difficulties (see [OJP Grant Application Resource Guide](#))

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

- Proceed to Application Step 2 and complete application in JustGrants

Application Step 2

Submit the following information in JustGrants:

Application Components

- Standard Applicant information (SF-424 information from Grants.gov)
- **Proposal Abstract***
- **Proposal Narrative***

Budget and Associated Documentation

- **Budget Web-Based form***
- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))
- Disclosure of Process related to Executive Compensation (see [OJP Grant Application Resource Guide](#))

Additional Application Components

- Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))
- Timeline
- Letter of commitment
- Unsubmitted SAK inventory certification (if applicable)
- **Applicant Disclosure of SAK Testing Projects* (Required for Purpose Areas 1&2 ONLY)**
- Résumés of key personnel (if applicable)
- Organizational chart (if applicable)

Disclosures and Assurances

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

****Note: Items designated with an asterisk must be submitted for an application to meet the basic minimum requirements review. If OJP determines that an application does not include the designated items, it will neither proceed to peer review, nor receive further consideration.***

Review, Certify and Submit Application in JustGrants

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

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

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

Standard Solicitation Resources

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

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

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

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

Virtual Q&A Sessions are advertised here and provide opportunities for users to receive topic-specific training, direct technical assistance and support on JustGrants system functionality.