

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



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## BJA FY 23 The National Sexual Assault Kit Initiative: Training and Technical Assistance Program

Assistance Listing Number # 16.833

Grants.gov Opportunity Number: O-BJA-2023-171749

Solicitation Release Date: April 26, 2023 4:00 PM ET

Step 1: Application Grants.gov Deadline: June 05, 2023 8:59 PM ET

Step 2: Application JustGrants Deadline: June 12, 2023 8:59 PM ET

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### Overview

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) seeks applications for funding two providers to address the training and technical assistance (TTA) needs of the National Sexual Assault Kit Initiative (SAKI) site-based grantees and to provide resources to current SAKI sites across the country working Jane and John Doe sexually motivated homicide 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 sexual assault kits and crime scene evidence.

The purpose of this announcement is to select two national TTA providers to deliver a wide range of TTA services to SAKI site-based grantees as outlined in the two purpose areas below. This grant announcement **does not** solicit applications from individual jurisdictions to fund local SAKI projects.

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-2023-00089-PROD	Purpose Area 1: the National Sexual Assault Kit Initiative Training and Technical Assistance (SAKI TTA) Program	1	Approximately \$3,000,000	10/1/23 12:00 AM	36
C-BJA-2023-00090-PROD	Purpose Area 2: the National Sexual Assault Kit Initiative (SAKI) Forensic DNA Services Technical Assistance Program	1	Approximately \$4,000,000	10/1/23 12:00 AM	36

**Eligible Applicants:**

Other

**Other**

Purpose Area 1:

Eligible applicants are for-profit organizations, nonprofit organizations (including tribal nonprofit or for-profit organizations), faith-based and community organizations, institutions of higher education (including tribal institutions of higher education), and consortiums with demonstrated experience providing national and local-level training and technical assistance. All recipients and their subrecipients (including any for-profit organizations) must forgo any profit or management fee.

Purpose Area 2:

Eligible applicants are states (including territories), units of local government (including federally recognized Indian tribal governments as determined by the Secretary of the Interior), nonprofit and for-profit organizations (including tribal nonprofit or for-profit organizations), and institutions of higher education (including tribal institutions of higher education). For-profit organizations must agree to forgo any profit or management fee.

An applicant entity may submit more than one application, if each application proposes a different project in response to the solicitation. Also, an entity may be proposed as a

subrecipient (subgrantee) in more than one application.

BJA will consider applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients (subgrantees). For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

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.

## 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](mailto: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](mailto: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

The overall goal of the National Sexual Assault Kit Initiative TTA Program is to build state and local capacities to address violent crime associated with unsubmitted SAKs, sexually motivated homicides, and corresponding crime scene evidence by supporting the needs of SAKI sites and, as resources allow, other jurisdictions engaged in community-based sexual assault reform.

Given the complexity and diversity of the tasks, applicants are strongly encouraged to partner with other relevant providers in developing the application. The TTA services should include, but are not limited to:

- Training and educational sessions developed and conducted by relevant subject matter experts

- Technical assistance on SAK-related issues, including inventorying, testing, and tracking SAKs

- On-site and remote assistance, including training related to investigation and prosecution of sexually motivated crimes as well as other violent crime cold cases

- Creation and reporting of performance metrics

- TTA related to the collection of lawfully owed DNA

- Supporting the SAKI sites to engage in multidisciplinary coordination, investigation, prosecution, and victim advocacy, engagement, and support in connection with evidence and cases resulting from the testing of unsubmitted SAKs and backlogs of violent crime cold cases

Additionally, BJA seeks providers that will lend additional forensic support to the existing SAKI sites in their efforts to identify and resolve Jane and John Doe sexually motivated homicides.

It is expected that the National SAKI TTA Program providers selected under this award will leverage existing TTA resources available through BJA's [sakitta.org](http://sakitta.org) website, OJP, and DOJ's Office on Violence Against Women (OVW), in addition to creating additional TTA tools to fill existing resource gaps.

The chosen providers will give direct assistance to the SAKI grantee sites under two distinct purpose areas, which are designed to elevate local jurisdictional responses to violent crimes, particularly those that are sexually motivated, and will also provide targeted TTA in support of their initiatives and to other non-SAKI funded jurisdictions engaged in system improvement efforts as resources allow.

BJA oversees a large and active portfolio of training and technical assistance. Consistent with BJA's making these awards as cooperative agreements, these awards will be administered in close consultation and approval by BJA staff and leaders. Several principles guide BJA's training and technical assistance:



**Informed by data, needs of the field, and research to provide efficient and consistent delivery of services**—TTA partners should actively gather input from grantees and the field and data on relevant crime issues to inform their approaches and the TTA plan's feasibility. Any proposed approaches should employ adult learning theory and research on effective practices, and they should leverage technology to enhance the quality of services.

**Reach members of the field where they are and reach a broader audience**—TTA partners should ensure that their TTA strategies are fair, flexible, and can be useful for persons and agencies with varying levels of capacity and experience. TTA partners should have a diverse team of members who can effectively work with the field and bring creative ideas to expanding the impact of BJA's TTA.

**Assess the TTA's impact and make refinements to better accomplish the TTA's goals**—TTA partners should have a plan to ensure their TTA strategies are implemented with fidelity, and they should assess how well those being served are engaged and applying what is learned. The partners should evaluate the intended outcomes to make refinements to their approach.

**Anticipate BJA processes and approvals to proactively manage and share updates and current and relevant information with the field and grantees**—TTA partners should use a proactive project management approach to ensure: (1) the planning and problem solving are accomplishing grantees' goals, (2) BJA and its grantees are kept up to date on all progress made, (3) TTA is coordinated closely with other BJA partners, and (4) TTA partners make effective use of funds. In addition, the TTA partners should make all resources available to the field in addition to grantees, and they should proactively market these resources.

### **Statutory Authority**

Department of Justice Appropriations Act, 2023 (Public Law No. 117–328; 136 Stat. 4459, 4536)

### **Specific Information**

The National Sexual Assault Kit Initiative is a competitive grant program that provides funding to grantee sites to support multidisciplinary community response teams 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 services providers to enhance the overall investigation and prosecution of cold, active, and new sexual assault cases; provide resources to address the sexual assault investigations and prosecutions that result from evidence and Combined DNA Index System (CODIS) hits produced by tested SAKs; enhance case outcomes by supporting the use of data through collection of lawfully owed DNA and entry of cases related to serial, violent perpetrators into the FBI's Violent Criminal Apprehension Program (ViCAP) national database; and optimize victim notification protocols and services.

Furthermore, under SAKI, BJA is finding that a significant number of violent serial perpetrators are linked to these SAKs. Not only are these individuals committing sexual assaults, but they are also frequently responsible for homicides and other violent offenses. Many of them are still

actively committing violent crimes and pose a serious public safety threat.

Thus, in addition to addressing unsubmitted SAKs, SAKI also supports the investigation of sexually motivated homicides and the testing of associated crime scene evidence. Please note: BJA considers partially tested SAKs (SAKs that have never been submitted to a forensic lab for testing with CODIS eligible methodologies) as unsubmitted kits.

**Purpose Area 1**—the National Sexual Assault Kit Initiative Training and Technical Assistance (SAKI TTA) program

The overarching goal of the SAKI TTA Program is to support law enforcement with the investigation of future, new, active, and old, inactive cases to solve and reduce violent crimes. A resounding theme from law enforcement is that funding is critically needed to support cold case units at the state and local levels to achieve SAKI's goal. However, despite the overwhelming need, many law enforcement agencies (LEAs) are currently unable to sustain a cold case unit due to staffing and financial constraints. As a result, hundreds of thousands of cases are not investigated (the FBI estimates that there are more than 300,000 unsolved homicides since the 1980s).

Law enforcement's inability to work cold cases not only prevents solving these crimes and providing answers to victims and families, but often means that the same perpetrators will go on to commit similar violent offenses. Therefore, in FY 2019, the scope of the SAKI TTA Program was temporarily expanded via the use of critical funding to include all cold cases, especially homicides, to help meet the needs of the field. This expanded scope allowed BJA to build on the existing infrastructure and momentum created under SAKI to address nonsexual assault cold cases, which had limited available resources allocated to them.

Since 2019, statistics from SAKI sites have revealed that approximately 65% of offenders linked to SAKs have prior convictions for other non-sexual violent offenses. Additionally, more than 78% of SAK DNA CODIS hits to serial offenders are attributed to violent serial offenders as opposed to convicted serial sex offenders. Thus, in FY 2023, the National Sexual Assault Kit Initiative site-based program was expanded to include a new purpose area, Purpose Area 6, the National Cold Case Initiative.

Accordingly, with the expansion of the SAKI site-based program, the SAKI TTA program will be permanently expanded as well to include all violent crime cold cases to ensure that LEAs with violent crime cold case backlogs have access to forensic testing, crime analysis, subject experts, technical resources, training and education, and support to implement/sustain local or state cold case units.

The purpose of this solicitation purpose area is to continue providing excellent training and technical assistance to SAKI site-based grantees, thereby increasing both public safety by preventing future crimes and providing long-awaited answers for survivors and/or their families. The chosen TTA provider will also be asked to build on the previous expansion into other violent crime cold cases, in order to support the newly developed Purpose Area 6 for SAKI site-based grants.

SAKI site-based grantees will continue to leverage the TTA to plan and implement strategies to

inventory, test, and track unsubmitted SAKs; launch coordinated community-based violent crime system enhancements; and engage relevant community stakeholders in the process.

## **Purpose Area 2—the National Sexual Assault Kit Initiative (SAKI) Forensic DNA Services Technical Assistance program**

There is a critical need in the field for funds to assist with the identification of unidentified human remains, with DNA being the most powerful forensic tool at law enforcement's disposal. The identification of Jane and John Doe victims is not only crucial in providing investigative leads to identify suspects but also in repatriating the remains to their loved ones.

While the identification of Jane and John Doe victims is normally a service the National Institute of Justice (NIJ) contractually provides via the National Missing and Unidentified Persons Systems (NamUs), the waitlist for NamUs forensic DNA services is several years long. To address this critical gap, BJA solicits applications for a national TTA provider to deliver forensic DNA services to SAKI site-based grantees working with Jane and John Doe sexually motivated homicide victims, specifically to provide CODIS eligible DNA testing and uploads and for Forensic Genetic Genealogy (FGG) services for Jane and John Doe sexually motivated homicide victims.

Note that the chosen TTA provider will be required to work with BJA and NIJ's NamUs to create case acceptance procedures to promote transparency and to deconflict cases with NIJ so there is no overlap in the services offered to the community.

### **Goals, Objectives, and Deliverables**

An applicant should address all the objectives listed below in the Goals, Objectives, Deliverables and Timeline web-based form.

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. Each of the grantees receiving funding under this award will be required to report specific programmatic measures (see the "Performance Measures" section). In addition, the applicant is asked to consider what other measures/metrics may be of use in demonstrating the successful outcome of their program/project.

### **Purpose Area 1**

#### **Goals**

The selected TTA provider will support all SAKI grantee sites in all six corresponding purpose areas; develop resources for the criminal justice field at large to elevate local jurisdictional responses to violent crime cold cases, particularly those that are sexually motivated; and leverage existing TTA resources available through BJA's sakitta.org website, OJP, and DOJ's Office on Violence Against Women (OVW), in addition to creating additional TTA tools to fill existing resource gaps.

The chosen provider will also provide targeted TTA to other non-SAKI funded jurisdictions

engaged in system improvement efforts as resources allow.

## **Objectives**

- Assist SAKI sites in implementing evidence-based activities to address existing challenges related to unsubmitted SAKs and to enhance the sexual assault response.
- Engage proactively with SAKI grantees to monitor their progress toward achieving their program goals by addressing challenges and identifying solutions.
- Communicate regularly with BJA to assess the impact of TTA services on SAKI's goals and individual sites' progress.
- Provide TTA to other jurisdictions interested in improving their response to sexual assault through evidence-based practices.
- In collaboration with OJP and stakeholder organizations, assist in the development, implementation, and dissemination of best practices, policies, and protocols for addressing systemic failures that lead to large numbers of untested kits as well as backlogs of violent crime cold cases, and identify efforts that will aid in preventing those failures from reoccurring in the future. This includes customized sustainability plans for each SAKI site.
- Assist advanced SAKI sites with the investigation and prosecution of all violent cold case crimes.

## **Deliverables**

BJA will expect the selected provider to:

1. Proactively work with grantees to support successful implementation, including to:

- a. Develop individualized TTA work plans for each grantee based on the goals outlined in its funded application. The work plan should be presented to each grantee, revised as needed, and agreed to by the grantee. Work plans should include checklists to help each grantee execute key tasks. Please note that BJA may require the selected provider to submit for review and approval the proposed TTA plans, protocols, or strategies in advance of disseminating them to and implementing them with grantees.
- b. Support grantees in completing their implementation guides and ensure the grantees address governance, program design, performance measures collection, and sustainability.
- c. Given the complex, multidisciplinary nature of the TTA required to support not only SAKI projects (e.g., expertise in health care, forensic science, policing, prosecution, and victim services) but also support the investigation and prosecution of other violent crime cold cases, experts in these fields are critical to meeting the needs of current SAKI sites. The chosen TTA provider must be prepared to hire experts from the professional disciplines outlined herein with a minimum of 10 years of experience to support their TTA efforts and build out regional team(s).

The TTA provider will assign each grantee a TTA regional team lead to assess and

identify grantee TTA needs, including a summary of the findings for the grantee and recommended next steps, to improve program performance to be shared with BJA. Each coach should have the skills and time needed to move their assigned grantees toward their goals. TTA regional team leads should have consistent, scheduled monthly calls with grantees; email check-ins may be substituted occasionally, as logistics require. The regional team leads must also provide follow-up information regarding the grantees' implementation of the recommendations that were provided. Prior to assigning regional team leads, the award recipient must provide BJA with a list of TTA regional team leads and their expertise.

d. Undertake efforts to anticipate, quickly identify, and address challenges that arise during TTA delivery. When challenges arise, the TTA provider should engage in strategies like case conferencing to harness the collective knowledge of its TTA regional team leads.

e. Include in all training provided with BJA funding a mechanism for pre- and post-testing of knowledge and other impact assessments.

2. Have sufficient subject expertise to assist grantees in the execution of their projects. Staff members should have the necessary technical skill sets and experience to effectively be able to assist grantees and in reaching their goals, including:

a. A set of diverse staff, trainers, and/or subject matter experts who reflect a mix of experiences and perspective to be able to effectively reach the communities and practitioners that they will serve.

b. A diverse set of providers, models, and/or subject matter experts with the skills to ensure culturally responsive programming for those who are in the criminal justice system who would benefit from the TTA strategies and related interventions.

c. Knowledge of and a plan to manage BJA approval and reporting processes for conferences, training for the field, publications, and online tools.

d. When needed, an external expert. To this end, the TTA provider must choose from a range of vetted local and national subject experts, including practitioners, academics, and federal partners. The TTA provider must identify and maintain a list of subject experts whose expertise and experience best fit the needs of the grantees. With BJA's approval, the TTA provider will assign these experts to assist grantees and report on and monitor the TTA provided. The roles of the subject experts will vary across engagements, so the TTA provider must develop protocols to define the scope of their roles when needed (e.g., advisor to TTA provider, direct assistance to grantees, participating in webinars).

e. Grounding all strategies with a trauma-informed approach and using restorative justice principles and strategies that center the needs and elevate the voices of the individuals most directly involved in an incident of harm, as well as issues of equity in the justice response.

f. Written reports to BJA on the TTA provided and the status of ongoing activities.

3. Participate in active, ongoing collaboration and cross-organizational coordination, including:

- a. Coordination in local jurisdictions. The TTA provider must be both aware of and in touch with other key, overlapping initiatives and TTA providers in the jurisdictions in which it is providing assistance.
  - b. Coordination with federal partners. The TTA provider must serve as a coordinator with federal partners on the support strategies defined in collaboration with BJA staff.
  - c. Coordination across interest groups. The TTA provider must develop regular meetings (e.g., quarterly stakeholder meetings, annual advisory board meeting) to allow for ongoing dialogue among relevant partners, including, at a minimum, federal partners, public/private partnerships, and special interest groups (e.g., peer support community).
4. Prioritize responses to requests from practitioners and assist unfunded entities, in consultation with BJA. Not all ad hoc requests require an extensive response—some might require referral to resources or connection with other agencies for collaboration—but a limited number will require more thorough exploration and response. In consultation with BJA, the TTA provider must design a process to evaluate requests for limited assistance from unfunded jurisdictions and agencies, triage the requests it receives and respond to them efficiently and effectively, and produce regular (i.e., quarterly) written reports that summarize the support provided.
5. Serve as a thought leader and information clearinghouse for relevant research and best practices. It must:
- a. Create knowledge diffusion products (e.g., fact sheets, webinars) and disseminate them through BJA's networks. All products must be 508 compliant.
  - b. Convene grantee learning communities based on their respective projects/programs, to explore best practices and lessons learned. Ensure current SAKI TTA provider resources are utilized.
  - c. Communicate any lessons learned and potential best practices from interaction with SAKI sites to the current SAKI TTA provider and BJA. Disseminate the best practices and lessons learned by attending and presenting at national, state, local, tribal, or other conferences and events related to award activities where officials and other stakeholders can learn about successful strategies.
6. Proactively build field knowledge and capacity in the areas outlined in the solicitation. This includes coordinating and supporting a presence at national meetings and conferences via workshops, panel presentations, and briefings. The provider must also:
- a. Assist grantees in the collection of performance measures data for submission to the Performance Measurement Tool (PMT) and Just Grants.
  - b. Propose to and work with BJA on tailoring the TTA strategy to meet emerging needs and trends based on the performance reporting trends and TTA needs assessments.
7. Maintain a listserv of grantees, subgrantees, and key contacts responsible for undertaking grant and related activities, including interested state, local, and tribal contacts, and federal and

national partners.

8. Prepare and submit end-of-year annual reports, in addition to other reporting required. BJA will provide the template for the provider to fill out and submit for BJA review. The report will include best practices and success stories, including site-based activity. These reports are on the calendar year, due initially on January 31, 2024, and each year thereafter for the life of the award.

## **Purpose Area 2**

### **Goals**

Deliver forensic DNA services to SAKI grantee sites working with Jane and John Doe sexually motivated homicides.

### **Objectives**

- Assist SAKI site-based grantees in the identification of Jane and John Doe sexually motivated homicide cases utilizing current forensic technologies. Particular focus should be given to those sites that can demonstrate an ongoing threat to public safety as well as offer assistance to those grantees that have small, rural, and/or tribal entities within their jurisdictions.
- Assist SAKI site-based grantees in advancing the investigation and prosecution of their Jane and John Doe sexually motivated homicide cases. Collaborate with SAKI sites to ensure cases are reported to relevant databases.
- Engage proactively with SAKI grantees to track and monitor the progress of their cases.
- Assist SAKI sites with the repatriation of their jurisdiction's Jane/John Doe victim's remain to their loved ones.
- Communicate regularly with BJA to assess the impact of the TTA services on SAKI's goals and individual sites' progress under this Purpose Area 2.
- Communicate regularly with BJA to address any challenges and/or delays in processing Jane/John Doe cases.

### **Deliverables**

BJA will expect the selected provider to address how it will deliver the following in their application:

Forensic DNA services to SAKI site-based grantees for (1) CODIS eligible DNA testing and uploads and (2) Forensic Genetic Genealogy (FGG) services for Jane and John Doe sexually motivated homicide victims.

The TTA applicant should also address the following in the application:

**Reporting:** The applicant must propose a plan with regards to how they will work with SAKI site-based grantees to better understand the circumstances and scope of unidentified human remains that are or suspected to be the result of a sexually motivated homicide, in their respective jurisdictions. **Note:** Although the SAKI site-based grantee is responsible for the reporting, the applicant must detail how this critical step will take place.

Specific information and data that should be reported are as follows:

- Coordinate reporting with the SAKI site-based grantee to NCIC and, when possible, to law enforcement authorities throughout the applicant's jurisdiction regarding every deceased and unidentified person, regardless of age, found in that jurisdiction.
- Ensure, in coordination with the SAKI site-based grantee, that a complete profile of such unidentified persons is entered in compliance with the guidelines established by DOJ for the NCIC Missing and Unidentified Persons File, including dental records, DNA records, X-rays, and fingerprints, if available.
- Ensure, in coordination with each SAKI site-based grantee, that the unique case identification number is entered (e.g., medical examiner/coroner case number, NCIC number) on the death certificate for each unidentified person.
- Retain all records pertaining to unidentified persons until a person is identified.
- Ensure, in coordination with the SAKI site-based grantee, that all applicable information is collected and reported to NamUs regarding missing persons and unidentified remains.
- Assist stakeholders within the missing persons and/or unidentified human remains communities by collecting, entering, locating, and documenting pertinent case information, and when/if necessary, upgrading existing data in the NamUs system in support of the efforts of states and units of local government to identify missing persons and unidentified remains. In cases involving juvenile missing persons and/or unidentified remains, efforts must also be made to coordinate with the National Center for Missing and Exploited Children.
- Record the number of CODIS associations and identifications.
- Record the number of unidentified person cases processed.
- Ensure, in coordination with the SAKI site-based grantees, that all applicable cases are entered in ViCAP. Note: The types of cases that can be entered into ViCAP are: homicide, attempted homicide, missing persons (where homicide is suspected), child abductions, sexual assaults, and unidentified deceased persons (where manner of death is suspected homicide).

**Identification:** The chosen forensic DNA services provider shall accept cases from current SAKI site-based grantees for identification efforts, with particular focus on those that have small, rural, and/or tribal entities. The applicant must describe a comprehensive plan on how they will prioritize cases to select those that may be associated with an ongoing threat to public safety (e.g., victim of a violent, serial perpetrator) and what method(s) they will use in each case.

More specifically, in regard to identification purposes, the chosen provider shall conduct the following:

- Short Tandem Repeats (STR), Mitochondrial DNA (mtDNA), and Y-STRs for CODIS upload for sexually motivated homicide Jane and John Doe victim identification for SAKI site-based grantees, with particular focus on those sites with tribal, rural, and small entities. However, requests from non-SAKI jurisdictions, especially those from tribal, rural, and small agencies will also be considered.
- A fee per service for technical review and CODIS uploads would be a permissible expense if the awardee was an accredited private lab (private labs cannot access CODIS) and needed to establish a partnership with another entity to facilitate CODIS uploads.
- Re-testing for STRs, Y-STRs, or mtDNA as needed for older cases to enhance CODIS searching for sexually motivated Jane/John Doe homicide cases where initial testing only resulted in partial profiles and/or where mtDNA processing has not been



- conducted (e.g., partial STR profile generated in 2005).
- Forensic Genetic Genealogy for those cases searching properly in CODIS (STRs and Mito) for greater than 6 months with no associations reported to the missing index. Please see note below on Forensic Genetic Genealogy DNA Analysis and Searching.
- **Required:** Demonstrate capability of a turnaround time, per month, with a minimum, for the following:
  - 25 Unidentified Persons (i.e., Jane/John Doe) cases—STRs and mtDNA (300 per year)
  - 150 Family Reference samples (FRS)—STRs and mtDNA (1,800 per year)
    - Note: FRS processing is applicable only when there is a putative identification for a Jane/John Doe, so we anticipate the main focus to be on the processing of remains.
- 10 cases for FGG (laboratory work only)—single nucleotide polymorphisms (SNPs) and/or other applicable technologies/methodologies (120 per year)

For the purposes of this solicitation, a single nucleotide polymorphism (SNP), is a variation at a single site in DNA and is the most frequent type of variation in the genome.

**Repatriation of Human Remains:** The applicant must develop and implement a plan to assist SAKI site-based grantees with the return of human remains to their appropriate relatives, as determined by law.

If the SAKI site-based grantee is a nonlaw enforcement agency, a letter of support must be provided from that jurisdiction's local law enforcement agency in order to fulfill the FBI's requirements of processing family reference samples to identify the unidentified. The requirements state: the relative of a missing person must voluntarily submit their DNA sample per a consent form. Law enforcement must oversee and confirm that the relative is who they say they are via a form of identification. The reference sample can only be used for identification purposes. Once and if a match is made, the law enforcement agency overseeing the case must be notified, as well as the supporting medical examiner/coroner.

Note: All entities and relevant subrecipients must submit a certification statement as part of the application that states: "Any suspected biological family DNA reference samples received from citizens of the United States or foreign nationals and uploaded into the Combined DNA Index System (commonly referred to as CODIS) by an accredited, publicly funded CODIS forensic laboratory awarded a grant under this section may be used only for identifying missing persons and unidentified remains/persons. Any biological family DNA reference samples from citizens of the United States or foreign nationals entered CODIS for purposes of identifying missing persons and unidentified remains/persons may not be disclosed to a federal or state law enforcement agency for law enforcement purposes."

**Forensic Genetic Genealogy DNA Analysis and Searching:** DNA profiles that have not resulted in a match via CODIS may use FGG as an expanded method to identify and match to the unidentified person(s). Program activity involving forensic genetic genealogical DNA analysis and searching (FGGS) is subject to the DOJ Interim Policy on Forensic Genetic Genealogical DNA Analysis and Searching or the final policy, when issued. See the "Performance Measures" section for additional required grantee reporting on FGGS activities.

**BJA will also expect the selected provider to provide the following, where applicable:**

1. Build an approach that is responsive to the needs of SAKI site-based grantees which:
  - a. Assesses their needs and develops strategies to expand awareness and build skills and knowledge. Creates work plans based on the goals outlined in its application. The work plan should be presented BJA staff and include tools such as spreadsheets or online dashboards to track execution of key tasks.
  - b. Anticipates, quickly identifies, and addresses challenges that arise during completion of the deliverables. When challenges arise, engages in strategies like case conferencing to harness the collective knowledge of staff and partners.
  - c. Includes in all training provided with BJA funding a mechanism for pre- and post-testing of knowledge and other impact assessments.
2. Build and maintain sufficient technical skill sets and experience to effectively complete the tasks under the award, including:
  - a. A bench of vetted local and national subject experts, (practitioners, academics) whose expertise and experience may additionally be accessed, as needed.
  - b. A set of diverse staff, trainers, and/or subject matter experts who reflect a mix of experiences and perspectives to be able to effectively reach the communities and practitioners that they will serve.
  - c. A diverse set of providers, models, and/or subject matter experts with the skills to ensure culturally responsive programming for those who are in the criminal justice system who would benefit from the TTA strategies and related interventions.
  - d. Knowledge of and a plan to manage BJA's approval and reporting processes for conferences, training for the field, publications, and online tools.
  - e. Grounding all strategies with a trauma-informed approach and using restorative justice principles and strategies that center the needs and elevate the voices of the individuals most directly involved in an incident of harm, as well as focusing on issues of equity in the justice response.
3. With BJA's approval, the TTA provider will assign subject matter experts/staff and report on and monitor the TTA services provided. The roles of the subject experts/staff will vary across the SAKI sites, so the TTA provider must develop protocols to define the scope of the role of the subject experts, when needed.
4. Participate in active, ongoing collaboration and cross-organizational coordination, including:
  - a. Coordination in local jurisdictions. The TTA provider must be both aware of and in touch with other key, overlapping initiatives and TTA providers in the jurisdictions in which it is providing assistance.
  - b. Coordination with federal partners. The TTA provider must serve as a coordinator with federal partners on the support strategies defined in collaboration with BJA staff.
  - c. Coordination across interest groups. The TTA provider must develop regular meetings with BJA staff, as needed.
5. Prioritize responses to requests from practitioners and the field, in consultation with BJA. Not all ad hoc requests require an extensive response—some might require referral to resources or connection with other agencies for collaboration—but a limited number may require more

thorough exploration and response. In consultation with BJA, the TTA provider must design a process to evaluate requests for limited assistance from unfunded jurisdictions and agencies, triage the requests it receives and respond to them efficiently and effectively, and produce regular (i.e., quarterly) written reports that summarize the support provided.

6. Serve as a thought leader and information clearinghouse for relevant research and best practices. Any products produced with grant funds must be 508 compliant.

7. Proactively build field knowledge and capacity in the areas outlined in the solicitation. It must also review trends from requests and TTA needs assessments, and then propose to and work with BJA on tailoring the TTA strategy to meet emerging needs and trends.

8. Prepare and submit end-of-year annual reports, in addition to other reporting required. BJA will provide the template for the provider to fill out and submit for BJA review. The report will include best practices and success stories, including site-based activity. These reports are on the calendar year and the first one is due January 31, 2024.

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."

## **Federal Award Information**

### **Solicitation Categories**

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-BJA-2023-00089-PROD	Purpose Area 1: the National Sexual Assault Kit Initiative Training and Technical Assistance (SAKI TTA) Program	1	Approximately \$3,000,000	10/1/23 12:00 AM	36
C-BJA-2023-00090-PROD	Purpose Area 2: the National Sexual Assault Kit Initiative (SAKI) Forensic DNA Services Technical Assistance Program	1	Approximately \$4,000,000	10/1/23 12:00 AM	36

### Awards, Amounts and Durations

#### Anticipated Number of Awards

2

#### Anticipated Maximum Dollar Amount of Awards

Purpose Area 1: Approximately \$3,000,000 Purpose Area 2: Approximately \$4,000,000

#### Period of Performance Start Date

10/1/23

#### Period of Performance Duration (Months)

36

#### Anticipated Total Amount to be Awarded Under Solicitation

Approximately \$7,000,000

### 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 cooperative agreements, which provide for OJP to have substantial involvement in carrying out award activities. See the “Administrative, National Policy, and Other Legal Requirements” section of the [OJP Grant Application Resource Guide](#) for additional information.

### **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.

### **Budget Information**

The applicant should consider the most effective and efficient ways for reaching the field in proposing approaches to the work.

The applicant should become familiar with the rules and timelines for conference cost approval and reporting, and the applicant should reflect sufficient time and resources to complete these approvals on a timely basis.

Applicants for Purpose Area 1 should build their budget and corresponding travel costs to allow for TTA to be delivered to SAKI site-based grantees in person.

### **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.

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.

Foreign governments, foreign organizations, and foreign institutions of higher education are not eligible to apply.

### **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, BJA may consider such noncompliance in peer review and in final

award decision.

The Proposal Narrative must include the following sections:

a. Description of the Issue

**Purpose Area 1:** Provide an overview of the issue of unsubmitted sexual assault kits and other violent crime cold cases and the current challenges these issues pose for law enforcement agencies, forensic professionals, advocates, and victims of sexual assault. Describe generally the need for TTA in local jurisdictions to reform their responses to violent crime as described in this grant announcement.

Describe the role of a comprehensive, multidisciplinary response model in reducing the number of unsubmitted SAKs, accrued backlogs of violent crime cold cases, and improving the response to both sexually motivated crimes and other violent crime cold cases in jurisdictions across the nation. Describe the value of national databases such as CODIS and ViCAP and how entry of data and use of the databases can support this work.

**Purpose Area 2:** Provide an overview of the issue of unsolved Jane/John Doe homicide cases, specifically sexually motivated homicide cases. Describe the need for resources to address these types of cases across the nation.

b. Project Design and Implementation

**Purpose Area 1:** Detail how the applicant will implement the deliverables listed in the Program Description section. Describe how the applicant will hire subject matter experts and identify, assess, and deliver TTA to SAKI site-based grantees.

Explain how the applicant will work with jurisdictions to establish and sustain a multidisciplinary, community-based approach to reforming sexual assault response and violent crime cold case practices.

If the applicant proposes a formal partnership or TTA consortium with one or more external organizations, fully describe how this partnership will be implemented to provide a diverse array of TTA services and subject expertise as outlined in this solicitation. Identify the methods to be used to promote the results of the SAKI grantees.

**Purpose Area 2:** Detail how the applicant will implement the deliverables and objectives listed in the Program Description section. Describe how the applicant will work with SAKI site-based grantees, BJA, NIJ, and other relevant stakeholders to meet the needs of the field while promoting transparency and efficiency in the forensic DNA services arena. Describe how a case triage system will be developed and utilized.

Detail how cases will be reported, tracked, and processed for identification and repatriation, including applicable uploads to the applicable section of CODIS and working with relevant stakeholders (i.e., CODIS lab for uploads, matches/identifications, collection of FRS, and local law enforcement agency).

c. Capabilities and Competencies

**Purpose Area 1:** Fully describe the capabilities and competencies of the staff to be hired and



assigned to develop and deliver TTA nationwide as outlined under “Project Design and Implementation” above.

The applicant must demonstrate experience in providing technical assistance on a range of forensic, investigative, prosecution, and victim services issues as they relate to crimes of sexual assault and unsubmitted SAKs. The applicant must demonstrate capacity to deliver TTA services on a national basis.

If the applicant proposes a formal partnership or TTA consortium with other entities to provide ready access to the required subject expertise in the aforementioned issues, describe the experience, subject expertise, and management competencies of each proposed partner organization. Describe how the applicant will leverage the expertise not only to provide services but also to identify and respond to emerging issues and the needs of the SAKI grantee sites.

Each regional team of subject matter experts shall be comprised of a forensic expert, a law enforcement expert, and a legal/prosecution expert. The chosen TTA provider may wish to enhance these teams, as needed, with additional subject matter experts from the victim services and/or research/academia fields, subject to final approval by BJA. Additionally, BJA expects that these teams will leverage local victim advocacy groups to assist in providing robust, victim-centered, trauma-informed TTA services.

BJA expects each team to serve as a main point of contact for the SAKI grantee sites throughout their assigned region and/or geographical location. Jurisdictions would be “handed off” to individual members of the team based on the complexity of the site’s needs. This approach will allow for a more customized engagement approach, while still offering a higher technical skill set. Specifically, each regional team’s responsibilities will include, but not be limited to:

- Assisting with customized strategic plans to meet each grantee site’s goals and objectives.
- Assisting with establishing SMART goals aligned with SAKI expectations.
- Identifying potential “red flags” or challenges.
- Providing direct technical support in resolving site challenges.
- Assisting with incorporation of SAKI objectives into site practices.
- Assisting with long-term sustainability planning.
- Assisting with technical review of site-developed policies.
- Informing the team site advisor on cross-cutting SAKI site challenges.

The regional teams will also work with the chosen TTA provider’s leadership to rank the current SAKI sites into a matrix to determine “high support,” “medium support,” and “low support” to determine a more targeted and strategic approach.

The responsibilities of each expert on the regional teams should include:

#### Law enforcement

- Serve on a three-person team as the main point of contact for sites.
- Provide training and technical assistance to sites as needed/requested.
- Provide guidance, expertise on ViCAP.

- Assist sites in obtaining LEEP accounts/gain access to ViCAP.
- Provide subject matter expertise in areas of violent crime policing, CODIS hit follow-up, cold case investigations, sexual assault investigations, and/or sexually motivated homicides.

#### Prosecutor

- Serve on a three-person team as the main point of contact for sites.
- Provide training and technical assistance to sites as needed/requested.
- Provide subject matter expertise in cold case, sexual assault, and/or sexually motivated homicide prosecutions.

#### Forensic scientist

- Serve on a three-person team as the main point of contact for sites.
- Provide training and technical assistance to sites as needed/requested.
- Provide guidance and expertise on DNA testing, analysis (including Forensic Genetic Genealogy), and technical review.
- Provide guidance and expertise on the Combined DNA Index System, relevant searching, and hit delivery/notifications.

Accordingly, each subject matter expert for the regionally assigned teams must have the following minimum qualifications:

#### Law enforcement

- 10-plus years of experience as an investigator with violent crime in a cold case unit, sexual assault unit, and/or homicide unit.
- Exceptional public speaking skills.
- Ability to leverage expertise to guide stakeholders in comprehensive reform.
- Ability to travel to provide on-site subject matter expertise, as needed.

#### Prosecutor role

- 10-plus years of experience as a trial attorney in a prosecutorial setting as first chair in a cold case unit, sexual assault unit, violent crime, and/or homicide unit.
- Exceptional public speaking skills.
- Ability to leverage expertise to guide stakeholders in comprehensive reform.
- Ability to travel to provide on-site subject matter expertise, as needed.

#### Forensic scientist

- Master's degree in biology, chemistry, biochemistry, or a related natural science with 10-plus years of experience performing forensic DNA examinations on evidence collected during criminal investigations.
- Exceptional public speaking skills.
- Ability to leverage expertise to guide stakeholders in comprehensive reform.
- Ability to travel to provide on-site subject matter expertise, as needed.

**Purpose Area 2:** Fully describe the capabilities and competencies of the applicant to address Jane/John Doe sexually motivated homicide cases as it is described in both “Project Design and Implementation” above and the deliverables section of this solicitation.

The applicant must demonstrate experience in processing these types of cases and the capacity to deliver the minimum number of cases per month to address the numerous cases nationwide. Applicable accreditation and QA/QS/proficiency standards in practice must be documented.

Curriculum vitae and/or resumes should be included for all subject matter experts/staff who may work on the project.

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

**Purpose Area 1 and 2:**

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.

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](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

All TTA solicitation and program awardees must report in the TTA reporting portal using the standard TTA measures, available here: <https://bja.ojp.gov/performance-measures/tta-deliverable-performance-metrics.pdf>.

Further, BJA will require award recipients to submit performance measure data in BJA’s online Training and Technical Assistance Reporting Portal and to separately submit a quarterly performance report in JustGrants. More information on the reporting requirements can be found at: <https://bja.ojp.gov/funding/performance-measures/bja-training-and-technical-assistance-providers>. BJA will provide further guidance on the post-award submission process, if the applicant is selected for award.

**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](#).

### **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.

## **Memoranda of Understanding (MOUs) and Other Supportive Documents**

Applicants should include for each named partner, a signed Memorandum of Understanding (MOU), Letter of Intent, or subcontract that confirms the partner’s agreement to support the project through commitments of staff time, space, services, or other project needs. For applications submitted from two or more entities, applicants are encouraged to develop and submit signed MOUs or signed Letters of Intent that provide a detailed description of how the agencies will work together to meet project requirements.

Each MOU or Letter of Intent should include the following: (1) names of the organizations involved in the agreement; (2) scope of the direct service(s) and other work to be performed under the agreement; (3) duration of the agreement. Subcontracts, MOUs, or Letters of Intent should be submitted as one separate attachment to the application.

## **Additional Application Components**

Purpose Area 2 applicants:

Certification statement regarding suspected biological family DNA reference samples is required. The applicant will attach the additional requested documentation in JustGrants.

## **Curriculum Vitae or Resumes**

Descriptions and Résumés—curriculum vitae, résumés, or biographical sketches for key personnel. Attach this as a separate PDF file titled “Curriculum Vitae or Résumés.”

## **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.

## **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](#).

## **Organizational Chart**

Provide an organizational chart of the applicant agency and all proposed collaborators involved in the project. Include project-related staffing plans and narratives for each organizational chart, proposed new hires, and any anticipated staffing changes.

## **List of All Proposed Project Staff Members (to the extent known)**

Applicants will provide a list (to the extent known) of all proposed project staff members including those affiliated with the applicant organization or any proposed subrecipient organization(s), any proposed consultant(s) and contractors (whether individuals or organizations), and any proposed members of an advisory board for the project (if applicable). The list should include for each individual and organization: name, title (if applicable), employer or other organizational affiliation, and roles and responsibilities proposed for the project. Attach this as a separate PDF file titled "Proposed Project Staff."

## **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](mailto: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 June 05, 2023 8:59 PM ET

The **full application** must be submitted in JustGrants by June 12, 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 (30%) - 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 (5%) - 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, the ability to promptly deliver quality forensic DNA services to the criminal justice community, 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 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.

## **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/saki-tta-measures.pdf>

## Application Checklist

### **BJA FY 2023 The National Sexual Assault Kit Initiative: Training and Technical Assistance Program**

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 \$3,000,000 for PA1 and \$4,000,000 for PA2.

##### ***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](mailto: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
- Memorandum of understanding (if applicable)
- Résumés of key personnel (if applicable)
- List of procurement contracts (if applicable)
- Organizational chart (if applicable)
- Purpose Area 2 applicants
  - Certification statement regarding suspected biological family DNA reference samples

## 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](mailto: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.