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Office of Justice Programs
Bureau of Justice Assistance



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Synopsis

Program Description Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications for funding.

OJP is committed to advancing work that promotes civil rights and equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety, 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:

- Providing jurisdictions (including rural and tribal) with resources to address unsubmitted sexual assault kits (SAKs) (including partially tested kits) in their custody that have not been submitted to a forensic laboratory for testing with Combined DNA Index System (CODIS)-eligible DNA methodologies.
- Improving investigations and prosecutions in connection with evidence and cases resulting from the SAK testing process, as well as other violent cold case crimes.
- Providing sites with resources to collect DNA samples from qualifying individuals who should have a sample in CODIS, but from whom a sample has never been collected or submitted to a laboratory for testing, as well as developing/reforming policies for arrestee collections, if legally permissible in the awardee's jurisdiction.

In addition to addressing unsubmitted SAKs, the National Sexual Assault Kit Initiative (SAKI) addresses partially tested SAKs, as defined herein, and untested evidence associated with sexually motivated homicides and other violent cold case crimes.

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 (e.g., 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>.

This program furthers DOJ's mission to uphold the rule of law, to keep our country safe, and to protect civil rights.

Funding Category

Competition ID	Competition Title (Category Name)	Expected Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-BJA-2024-00073-PROD	Purpose Area 1: Comprehensive Approach to Unsubmitted Sexual Assault Kits	8	\$2,500,000	10/1/2024	36
C-BJA-2024-00074-PROD	Purpose Area 2: SAKI for Small Agencies	2	\$1,000,000	10/1/2024	36

Competition ID	Competition Title (Category Name)	Expected Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-BJA-2024-00075-PROD	Purpose Area 3: Collection of Lawfully Owed DNA	4	\$1,500,000	10/1/2024	36
C-BJA-2024-00076-PROD	Purpose Area 4: Investigation and Prosecution of Cold Case Sexually Motivated Crimes	8	\$1,500,000	10/1/2024	36
C-BJA-2024-00077-PROD	Purpose Area 5: Developing and Implementing a Sustainability Plan	1	\$1,000,000	10/1/2024	36
C-BJA-2024-00078-PROD	Purpose Area 6: National Cold Case Initiative	6	\$2,500,000	10/1/2024	36

Eligibility

- Native American tribal governments (Federally recognized)
- Other

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

- Other: State law enforcement agencies
- Other: Units of local government
- Other: Governmental nonlaw enforcement agencies acting as their fiscal agents
- Other: 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. 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.

The following entities are eligible to apply for Purpose Areas 3, 4, and 6:

- Other: Jurisdictions that have addressed their unsubmitted kits (including partially tested kits) and have clearly demonstrated they have also addressed the downstream case activities (crime analysis, investigation, prosecution as applicable) for at least 75 percent of the associated cases under the jurisdiction’s control and/or authority. Jurisdictions do not have to be an existing or previous SAKI grantee to qualify for Purpose Areas 3, 4, and/or 6, but the jurisdiction should be prepared and able to clearly demonstrate it meets the qualifications outlined herein in its application or the application may not proceed to peer review.

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

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

An applicant 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 (project partners) would carry out the federal award; however, only one entity may be the applicant for the solicitation. Any others must be proposed as subrecipients (subgrantees). See the [Application Resource Guide](#) for additional information on subawards.

BJA may choose to fund applications submitted under this FY 2024 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.

Please note: Purpose Areas 3, 4, 5, and 6 are intended for those jurisdictions that have already addressed both their unsubmitted SAKs and their partially tested SAKs. If your jurisdiction cannot certify that it has effectively addressed both its unsubmitted SAKs as well as any partially tested SAKs that may exist, it is likely premature for your jurisdiction to apply for one of these purpose areas. BJA strongly encourages you to consider one of the other purpose areas to assist your jurisdiction in addressing your unsubmitted SAKs (including partially tested kits) prior to applying for one of the more advanced purpose areas such as 3, 4, 5, and/or 6. Further, jurisdictions should only inventory those unsubmitted SAKs (including partially tested) over which the department has investigative control or authority.

Agency Contact Information

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

For procedures related to unforeseen technical issues beyond the control of the applicant that impact submission by the deadlines, see the “How To Apply” section, [Experiencing Unforeseen Technical Issues](#).

For assistance with submitting the [Application for Federal Assistance standard form \(SF-424\)](#) and a [Disclosure of Lobbying Activities \(SF-LLL\)](#) 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 is open 24 hours a day, 7 days a week, except on federal holidays.

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 from 7:00 a.m. to 9:00 p.m. ET Monday–Friday and from 9:00 a.m. to 5:00 p.m. ET on Saturday, Sunday, and federal holidays.

Pre-Application Information Session

BJA will hold a webinar on this solicitation on Monday, July 8, 2024 at 4 p.m. ET. This webinar will provide a detailed overview of the solicitation and allow interested applicants to ask questions.

A link to register for the webinar is forthcoming. Announcements will be made via SAKI TTA and BJA listservs. To use the time most efficiently, BJA encourages participants to review this solicitation and submit any questions in advance. Submit questions to Sakitta@rti.org with the subject “Questions for FY 2024 SAKI Webinar.” The session will be recorded and made available.

Application Submission Information

Registration

Before submitting an application, an applicant must have a registration in the [System for Award Management \(SAM.gov\)](#).

Submission

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants. See the [Submission Dates and Time](#) section for the Grants.gov and JustGrants application deadlines.

Step 1: The applicant must register for this opportunity in Grants.gov at <https://grants.gov/register> and submit by the Grants.gov deadline the required [Application for Federal Assistance standard form \(SF-424\)](#) and a [Disclosure of Lobbying Activities \(SF-LLL\)](#). See the [Submission Dates and Time](#) section for application deadlines.

Step 2: The applicant must submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://justgrants.usdoj.gov) by the JustGrants application deadline. See the [Submission Dates and Time](#) section for application deadlines.

Program Description

Program Description Overview

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

- Providing jurisdictions (including rural and tribal) with resources to address unsubmitted sexual assault kits (SAKs) (including partially tested kits) in their custody that have not been submitted to a forensic laboratory for testing with Combined DNA Index System (CODIS)-eligible DNA methodologies.
- Improving investigations and prosecutions in connection with evidence and cases resulting from the SAK testing process, as well as other violent cold case crimes.
- Providing sites with resources to collect DNA samples from qualifying individuals who should have a sample in CODIS but from whom a sample has never been collected or submitted to a laboratory for testing. Developing/reform policies for arrestee collections, if legally permissible, in the awardee's jurisdiction.

In addition to addressing unsubmitted SAKs, the National Sexual Assault Kit Initiative (SAKI) addresses partially tested SAKs, as defined herein, and untested evidence associated with sexually motivated homicides and other violent cold case crimes.

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 (e.g., 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, 2024 (Pub. L. No. 118-42, 138 Stat. 25, 148).

Specific Information

SAKI provides funding to support multidisciplinary response teams to inventory, track, and expeditiously test previously unsubmitted SAKs (including partially tested kits, as defined herein) and secondary evidence as appropriate; collect and test lawfully owed DNA from an individual convicted of or arrested for a qualifying offense, as well as develop policies surrounding arrestee DNA collection; 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; and address the lack of criminal justice resources for other violent cold case crimes.

Definitions

For purposes of this solicitation, the following are defined:

CODIS: The Combined DNA Index System is 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.

DNA Phenotyping: The prediction of physical appearance using DNA.

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.

Forensic Genetic Genealogy (FGG): 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.

Inventory: A detailed and descriptive list of articles or items (for purposes of this solicitation, SAKs or other violent cold case crimes) containing information such as, but not limited to, item identifiers, quantity, and location of the item(s).

Lawfully Owed DNA from Individuals Convicted of or Arrested for Qualifying Offenses: A DNA sample from a qualifying individual 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.

M-Vac: The M-Vac system is a wet-vacuum DNA collection system that is used on forensic evidence in the attempt to collect DNA material such as touch and wearer DNA.¹

National Missing and Unidentified Persons System (NamUs) Program: A national centralized repository and resource center for locating missing persons, identifying unidentified human remains, and repatriating unclaimed persons.

National Crime Information Center (NCIC): a computerized index of criminal justice information (i.e., criminal record history, fugitives, stolen properties, missing persons). It is available to federal, state, and local law enforcement and other criminal justice agencies and is operational 24 hours a day, 365 days a year. Data contained in NCIC is provided by the FBI; federal, state, local, and foreign criminal justice agencies; and authorized courts.

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.

Violent Cold Case Crimes: BJA generally defines a violent cold case crime as an “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.” Refer to Purpose Area 6 for more details.

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 and jurisdictions will be required to address their partially tested SAKs (if not already done) as part of this program.

¹ Wearer DNA is the deposit of DNA on the clothing worn by an individual.

Rapid DNA technology: Describes the fully automated process of developing a DNA profile without human intervention.

Reporting: Delivering a written, detailed report to the appropriate entity that provides the applicable data within the prescribed time period.

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.

Tracking: The monitoring and accounting of SAKs as they move from collection to final disposition.

Unsubmitted SAKs: SAKs that have not been submitted to a forensic laboratory for testing and analysis using CODIS-eligible DNA methodologies, which includes partially tested kits as defined herein, as partially tested kits have not been submitted to a forensic laboratory for testing and analysis using CODIS-eligible DNA methodologies. As such, partially tested kits *are* unsubmitted kits and are within the scope of the required inventory for SAKI. Jurisdictions will be required to address their partially tested SAKs (if not already done) as part of this program.

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).

Y-Chromosome Short Tandem Repeat—(Y-STR) Surname Searches: A search of publicly available Y-STR genealogy databases in an attempt to develop potential investigative leads regarding the suspect's possible ancestry and possible last name.

Program Requirements for All Purpose Areas

Essential Elements of the BJA SAKI Model

Based on research findings and the recommendations of subject matter experts, BJA created a national response model to address the issue of unsubmitted SAKs (which includes partially tested kits), as well as other violent cold case crimes.

The three essential elements of the BJA SAKI Model for all purpose areas are as follows and should be considered required under the program regardless of the purpose area for which you are applying. Specific modifications to the essential model may be granted on a case-by-case basis, depending on individual jurisdiction/applicant and purpose area needs.

(1) Inventory and track all unsubmitted SAKs (to include partially tested kits) in the jurisdiction's possession, regardless of where they are stored (police evidence facility, hospital, or other relevant locations). Track progress from testing through final adjudication. ***Partially tested SAKs must be included in the inventory.***

Please note all applicants, regardless of the purpose area of which the jurisdiction may be applying, will be required to inventory and test *both* their unsubmitted sexual assault kits and/or their partially tested SAKs if the jurisdiction has not already done so. BJA considers partially tested SAKs to be unsubmitted SAKs. See the definition section for additional information.

BJA is required to report to Congress each year on the status of both unsubmitted and partially tested kits; therefore, it is critical that awardees capture all SAKs in their jurisdictions that have never been subjected to testing with CODIS-eligible DNA methodologies.

Additionally, Purpose Areas 3, 4, 5, and 6 are intended for those jurisdictions that have already addressed both their unsubmitted SAKs and their partially tested SAKs. If your jurisdiction cannot certify that it has effectively addressed unsubmitted SAKs, which includes any partially tested SAKs that may exist, it is likely premature for your jurisdiction to apply for one of these purpose areas. BJA strongly encourages you to consider one of the other purpose areas to assist your jurisdiction in dealing with your sexual assault kits prior to consider applying for one of the more advanced purpose areas such as 3, 4, 5, and/or 6.

(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 applicant's jurisdiction. Develop a comprehensive strategy to address the volume of unsubmitted/untested kits (to include partially tested SAKs) and provide uniform assistance to all agencies that fall within the grantee's jurisdiction (including those in rural and tribal areas). Depending on the applicable purpose area for which you are applying, this working group should comprise law enforcement personnel (including superior officers and officers that respond to and investigate sexual assault complaints and/or other violent cold case crimes such as homicide detectives), 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) Select 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 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 or a prosecutor, but prior experience working with law enforcement agencies, prosecutors, and victim advocates will be highly advantageous. The site coordinator role is labor intensive, and BJA considers this to be a full-time/part-time paid position (depending on size of agency). Grant funds may be used to fund the position, but supplanting is not permitted. Please note that BJA requires separate and distinct coordinators for every purpose area, if holding multiple purpose area awards.

Exceptions may be granted on a case-by-case basis by BJA.

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 cold case work. The TTA provider is charged with assisting jurisdictions in producing sustainable change in practices, protocols, and policies as they relate to untested SAKs, sexual assault response, and other violent cold case crime response. While each jurisdiction encounters unique challenges and circumstances, common issues are identified

across all grantees. As such, working with the TTA provider is a requirement under this solicitation. BJA continuously collaborates with the current TTA provider to produce and expand upon an online toolkit and resource guides 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 unsubmitted SAKs (to include partially tested kits), other violent cold case crimes, as well as downstream post-testing activities for cold case investigations and prosecutions.

Award recipients must report to BJA on a regular and/or as requested basis, via the SAKI TTA provider, the number of SAKs reviewed and catalogued by working group members—including local, state, federal, and tribal law enforcement partners.

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.

For more information, visit: <https://sakitta.org/>.

Sexual Assault Kit (SAK) Tracking and Related Systems

Award recipients under Purpose Areas 1 and 2 will be required to track inventoried unsubmitted SAKs (including partially tested kits) 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), and 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 SAKI grantees meeting 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 meeting will focus on the elements of a successful project and

key issues concerning DNA, unsubmitted SAK evidence, and the investigation and prosecution of violent cold case crimes.

DNA Analyses and Related Activities, Familial Searching, Phenotyping, and FGG Considerations—Applicable for All Purpose Areas

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. Applicants must also clearly delineate the amount of funding requested for the remaining forensic based activities outlined in this section.

Because this grant program is intended to assist jurisdictions in developing a comprehensive approach to unresolved violent cold case crimes, unsubmitted SAKs (including partially tested kits), and sexual assault case response, BJA does not anticipate funding projects that propose allocating more than 50 percent of their grant funds to SAK or crime scene evidence testing, but exceptions can be made, if warranted, on a case-by-case basis.

This funding specifically allows for the following forensic based activities, under the subject conditions included herein:

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.

Testing of secondary evidence linked to SAKs that fail to yield probative results. This may include bedding, clothing, objects, weapons, and more.

Y-STR testing of samples. Funds may be requested for the testing of 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; for mixtures where known suspect samples are available for direct comparison, when a jurisdiction has already implemented a local Y-STR suspect database; or for the purposes of generating a Y-STR profile for conducting a Y-STR surname genealogy search in an attempt to develop potential investigative leads regarding the suspect's possible ancestry and possible last name.

DNA testing of shell casings. SAKI funds may be utilized for the DNA testing of shell casings but should be processed using the ATF methodology only.² If casings have not been processed for the National Integrated Ballistic Information Network (NIBIN),³ they can typically be sent to the Bureau of Alcohol, Tobacco, Firearm and Explosives (ATF)⁴ for processing at no cost to the award recipient (please contact the ATF directly for more details). Grant funds may be utilized to send shell casings to a private vendor lab (even if they have been processed for NIBIN) so long as the private vendor lab is using the ATF shell casing DNA testing methodology.

M-Vac DNA collection systems. The use of SAKI funds for M-Vac DNA collection systems shall be granted on a case-by-case basis via BJA. Although M-Vac can be a valuable tool in the

² T. Bille et al., 2020, "An Improved Process for the Collection and DNA Analysis of Fired Cartridge Cases," *Science Direct* 46 (May), <https://www.sciencedirect.com/science/article/abs/pii/S1872497320300090>.

³ The National Integrated Ballistic Information Network (NIBIN). NIBIN is a critical part of ATF's Crime Gun Intelligence Center operations. <https://www.atf.gov/resource-center/fact-sheet/fact-sheet-national-integrated-ballistic-information-network>.

⁴ Bureau of Alcohol, Tobacco, Firearm and Explosives, <https://www.atf.gov/>.

processing of DNA evidence, it is generally more costly than other equally effective sampling methodologies. Additionally, by the nature of its design, M-Vac can also potentially compromise evidence and preclude additional testing that may be necessary for trial or as DNA technologies evolve. As such, budgetary requests for M-Vac shall be handled on a case-by-case basis.

Familial DNA searches. Funds may be requested to support familial DNA searching (if legally allowed in the applicant's state) of DNA profiles attributed to violent serial offenders associated with SAK/crime scene 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. *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. Funds may be requested for phenotyping/ancestral analysis of DNA profiles attributed to violent serial offenders associated with SAK/crime scene evidence but will be reviewed and approved by BJA on a case-by-case basis. 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. Subject to approval by BJA, 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.

Other DNA related activities. Funds may be requested for activities to support outsourcing, the technical data review of DNA results, CODIS uploads of DNA profiles produced by private laboratories, and/or review of 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. Funds may be requested to support public laboratories' implementation of sustainable, automated, and streamlined SAK processing procedures to ensure long-term capacity and efficiency. Laboratory equipment can **NOT** be purchased using SAKI funds.

Please note 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 FGG 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 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 FGG testing).

Forensic Genetic Genealogy (FGG)

FGG is an allowable activity under purpose areas 1, 2, 4, and 6. Award recipients utilizing SAKI funds for FGG 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)
- 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 that the requirements may change slightly 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.

Requirements for using SAKI funds for FGG are as follows:

In-house Forensic Genetic Genealogy Services—Award recipients that are proposing to conduct in-house forensic genetic genealogy (i.e., tree building and subsequent steps in the process) will be required to complete the [BJA/FBI Archived FGG training](#)⁵ as well as any future BJA/FBI FGG trainings that may occur during the lifespan of the grant.

Outsourcing—SAKI funds may be used to outsource the testing portion of FGG only (i.e., DNA extraction, SNP testing, reference sample processing, and confirmation sample processing). However, award recipients that propose outsourcing FGG work must choose a vendor laboratory that performs SNP testing in-house. This is to aid in ensuring the integrity of the evidence as well as being fiscally responsible with grant funds and avoid paying additional third-party fees.

SAKI funding may NOT be used for the tree building portion of FGG unless this activity is being conducted in-house by the awardee. In the interest of fiscal responsibility, the awardee must leverage the FBI's free resources for the tree building portion of FGG if the awardee does not have in-house genealogy capabilities. Exceptions to the policies outlined herein will be considered on a case-by-case basis by BJA.

⁵ To access the archived training entitled "OVCCC: Forensic Genetic Genealogy Training," a login must be created on the SAKI TTA website, if the user does not already have login credentials. More information can be found here: <https://academy.sakitta.org/>.

Further considerations for FGG work:

It is highly recommended that DNA be extracted from *physical crime scene evidence* by an *accredited laboratory* to preserve the integrity of the evidence in the event additional testing is needed (e.g., during the trial phase), rather than sending the actual physical evidence to a vendor FGG lab.

This DNA extraction can be submitted to the FGG vendor for SNP analysis. (Please note this suggestion does not always apply to unidentified human remains because enhanced extraction methods are often necessary to obtain enough DNA from bone samples, and these methods may not be offered by accredited laboratories.)

If submitting *physical crime scene evidence* (as opposed to DNA extracts) to vendors for FGG analysis, it is essential that law enforcement consult with their crime lab prior to submission to discuss potential concerns to ensure remaining DNA sample is available in the event additional testing is needed and/or the case proceeds to trial once a suspect is identified.

If a STR profile is searching in only SDIS or LDIS levels of CODIS, the awardee must work with their laboratory to pursue the feasibility of retesting the sample to obtain a NDIS-eligible STR profile before proceeding to FGG. If this is not feasible, approval from BJA must be sought.

It is highly recommended that a CODIS profile be entered and searching in CODIS for a minimum of six (6) months before proceeding to FGG, unless an immediate and ongoing threat to public safety is identified and, as such, BJA will consider exceptions in these circumstances.

For unidentified human remain cases, STR **and** mtDNA profiles must be uploaded to CODIS before proceeding to FGG. Please note that familial searching is not required for unidentified human remains prior to proceeding to FGG, unless mandated by the awardee's state.

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 (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 approximately 60 minutes per ViCAP entry plus additional time for personnel to conduct searches for matches, follow up on leads, and more. Funding for this activity can come from SAKI grants, but BJA recommends this not exceed 10 percent of the overall 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.

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: <https://www2.fbi.gov/hq/isd/cirg/ncavc.htm#vicap>.

Solicitation Goals and Objectives

Goals

Funding under this initiative is intended to help law enforcement and prosecutors address challenges associated with unsubmitted SAKs (including partially tested kits) and unresolved violent cold case crimes in order to reduce violent crime in their respective jurisdictions and increase public safety.

Objectives

- Provide jurisdictions (including rural and tribal) with resources to address unsubmitted SAKs (include partially tested kits) in their custody that have not been submitted to a forensic laboratory for testing with CODIS-eligible DNA methodologies.
- Improve investigations and prosecutions in connection with evidence and cases resulting from the SAK testing process, as well as other violent cold case crimes.
- Provide sites with resources to collect DNA samples from qualifying individuals who should have a sample in CODIS but from whom a sample has never been collected or submitted to a laboratory for testing. Develop/reform policies for arrestee collections, if legally permissible in the awardee's jurisdiction.

Deliverables

BJA completes and submits a Congressional Report each year on the status of the program and its overall successes.

For information about what the applicant needs to submit regarding Goals, Objectives, and Deliverables, please see the [How to Apply section on the Application Goals, Objectives, Deliverables, and Timeline Web-Based Form](#).

Priority Areas

In order to further OJP's mission, OJP will provide priority consideration when making award decisions to the following:

The Inventory of Federal Priorities for Policing will help the U.S. Department of Justice evaluate the possibility for priority consideration, where appropriate, and identify potential gaps in training and technical assistance. To receive this additional priority consideration, applicants will complete the Inventory as a survey within JustGrants. For additional information, see the Data Requested with Application section.

Note: Addressing this priority area 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

Awards, Amounts, and Durations

Anticipated Number of Awards: 29

Anticipated Maximum Dollar Amount per Award: Awards will be up to \$2,500,000

Purpose Area 1 anticipated maximum amount: \$2,500,000

Purpose Area 2 anticipated maximum amount: \$1,000,000

Purpose Area 3 anticipated maximum amount: \$1,500,000

Purpose Area 4 anticipated maximum amount: \$1,500,000

Purpose Area 5 anticipated maximum amount: \$1,000,000

Purpose Area 6 anticipated maximum amount: \$2,500,000

Period of Performance Start Date: October 1, 2024

Period of Performance Duration (Months): 36

Anticipated Total Amount to Be Awarded Under This Solicitation: \$55,000,000

Additional Information: While the maximum allowable funding amount is \$2,500,000, organizations that are new or that have never before received a federal award may wish to submit a proposed budget at a lower amount to support the relevant activities herein applicable to the individual jurisdiction.

Continuation Funding Intent

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

Availability of Funds

This funding opportunity, and awards under this funding opportunity, are subject to the availability of funding and to any changes 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

OJP expects to make awards under this funding opportunity as grants. See the “[Administrative, National Policy, and Other Legal Requirements](#)” section of the [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.

Cost Sharing or Matching Requirement

This funding opportunity does not require a match.

Eligibility Information

For eligibility information, [see the Synopsis section](#).

For the purposes of this notice of funding opportunity, “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.

For the purposes of this notice of funding opportunity, other units of local government include towns, boroughs, parishes, villages, or other general purpose political subdivisions of a state.

How To Apply

Application Resources

When preparing and submitting an application, the following resources may aid prospective applicants:

1. Grants.gov [“How to Apply for Grants”](#)
2. OJP [“How To Apply”](#) section in the [Application Resource Guide](#)
3. JustGrants [Application Submission Training](#)

This solicitation (notice of funding opportunity) incorporates guidance provided in the [OJP Grant Application Resource Guide](#) (Application Resource Guide), which provides additional information for applicants to prepare and submit applications to OJP for funding. **If this solicitation requires something different from any guidance provided in the [Application Resource Guide](#), the difference will be noted in this solicitation and the applicant is to follow the guidelines in this solicitation, rather than the guidance in the [Application Resource Guide](#) that is in conflict.**

How To Apply

Registration

Before submitting an application, all applicants must register with the System for Award Management (SAM.gov). An applicant must renew their registration every 12 months. If an applicant does not renew their SAM.gov registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Applicants are encouraged to start the SAM.gov registration process at least 30 days prior to the application deadlines. Applicants who fail to begin the registration or renewal process at least 10 business days prior to the Grants.gov deadline may not complete the process in time and will not be considered for late submission.

Submission

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants.

Step 1: After registering with SAM.gov, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://grants.gov/register> by the Grants.gov deadline. **To leave time to address any technical issues that may arise, an applicant should submit the SF-424 and SF-LLL as early as possible and recommended not later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov by the deadline, they will be unable to apply in JustGrants. Applicants can confirm Grants.gov submission by verifying their application status shows as “submitted” or “agency tracking number assigned.”

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

OJP recommends that applicants submit the complete application package in JustGrants at least 48 hours prior to the JustGrants deadline. Some of the required sections of the application will be entered directly into JustGrants, and other sections will require documents to be uploaded and attached. Therefore, applicants should allow enough time before the JustGrants deadline to prepare all the requirements of the application. Applicants may save their progress

in the system and add to or change the application as needed prior to hitting the “Submit” button at the end of the application in JustGrants.

An applicant will receive emails when successfully submitting in Grants.gov and JustGrants and should maintain all emails and other confirmations received from SAM.gov, Grants.gov, and JustGrants systems.

For additional information, see the “How To Apply” section in the [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 July 29, 2024 8:59 PM ET

The **full application** must be submitted in JustGrants by August 05, 2024 8:59 PM ET

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 and application process in sufficient time (i.e., waiting until the due dates identified in this solicitation for those systems to begin the application steps) is not an acceptable reason to request a technical waiver.

Experiencing Unforeseen Technical Issues Preventing Submission of an Application (Technical Waivers)

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 submission of the application on time.

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 documentation of attempts to receive technical assistance to resolve the issue prior to the application deadline. A tracking number is the most typical documentation and is 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, long call wait times for support do 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.gov Help Desk \(Federal Service Desk\)](#), Monday–Friday from 8:00 a.m. to 8:00 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 7:00 a.m. to 9:00 p.m. ET and Saturday, Sunday, and federal holidays from 9:00 a.m. to 5:00 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 (provide screenshots if applicable);
- 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 (including all information listed above), 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 [Application Resource Guide](#).

Application and Submission Information

Content of Application Submission and Available Surveys

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:

- SF-424 and SF-LLL (in Grants.gov)
- Proposal Abstract (in JustGrants)
- Proposal Narrative (in JustGrants)
- Budget Web-Based Form, which includes the budget details and the budget narrative (in JustGrants)
- Completed and approved SAK Inventory Certification documents⁶, as applicable

If OJP determines that an application does not include these elements, it will not proceed to peer review and will not receive any further consideration.

Content of the 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 [Application Resource Guide](#) for additional information on completing the SF-424.

⁶ For additional information regarding the inventory certification process and/or the related forms, please see [SAKI TTA's Resources for Practitioners](#).

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

Content of the JustGrants Application Submission

Entity and User Verification (First Time Applicant)

For first time JustGrants applicants, once the application is received from Grants.gov, DOJ will send an email (from DIAMD-NoReply@usdoj.gov) to the individual listed in Section 8F of the SF-424 with instructions on how to create a JustGrants account. This email should arrive within 24 hours after this individual receives confirmation from Grants.gov of their SF-424 and SF-LLL submissions. Register the Entity Administrator (the person who manages who can access JustGrants on behalf of the applicant), the Application Submitter, and Authorized Representative for the applicant with JustGrants as early as possible and (recommended) not later than 48-72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive a link in an email to complete the rest of the application in JustGrants. Find additional information on JustGrants Application Submission in the [Application Resource Guide](#).

Standard Applicant 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 [Application Resource Guide](#) for an [example](#) of a proposal abstract.

Data Requested With Application

The following application elements should be submitted in the web-based forms in JustGrants.

Inventory of Federal Priorities for Policing

The Inventory of Federal Priorities for Policing will help DOJ determine eligibility for priority consideration, where appropriate, and identify potential gaps in training and technical assistance. Applicants seeking priority consideration related to Federal Priorities for Policing should answer the Inventory questions in their entirety in the web-based form in JustGrants. The questions included in the Inventory are available in the [Standard Forms & Instructions: Inventory of Federal Priorities for Policing](#).

[Financial Management and System of Internal Controls Questionnaire \(including Applicant Disclosure of High Risk Status\)](#)

The Financial Management and System of Internal Controls Questionnaire helps OJP assess the financial management and internal control systems, and the associated potential risks of an applicant as part of the pre-award risk assessment process. Every OJP applicant (other than an individual applying in their personal capacity, not representing an applicant organization) is required to complete the web-based Questionnaire form in JustGrants. See the [Application Resource Guide: Financial Management and System of Internal Controls Questionnaire \(including Applicant Disclosure of High Risk Status\)](#) for additional guidance on how to complete the questionnaire.

[Brief Applicant Entity Questionnaire](#)

The Office of Justice Programs (OJP) is collecting the following information to help assess its efforts to attract a broader range of applicants. These questions apply to the applicant entity and its work and scope only, and not to the specific project(s) being proposed within the application. Responses to the questions will not be considered in the application review process. The questions included in the questionnaire are available in the [Standard Forms & Instructions: Brief Applicant Entity Questionnaire](#).

[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 size 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, OJP may consider such noncompliance in peer review and in final award decisions.

The Proposal Narrative must include the following sections:

a. Description of the Issue

For Purpose Area 1, provide an overview of the current nature and extent of unsubmitted SAKs (including partially tested kits) 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, and test previously unsubmitted SAKs (including partially tested kits), as well as 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 (including partially tested kits) 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. Given the small size of applicant's agency, describe how need, capacity, and scope may differ from the BJA SAKI Model to inform the applicant's proposed approach, if needed.

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 individuals who have been convicted of and/or arrested for a

qualifying offense. In particular, the applicant must describe how uncollected samples from qualifying individuals 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.

If the applicant's jurisdiction allows for arrestee collections, the applicant should also outline the current state of arrestee collection and how grant funds will be utilized to reform policies to ensure collections are occurring as required by law. Document how the applicant's jurisdiction has already addressed or prevented any issues related to unsubmitted SAKs (including partially tested kits) and the status of the downstream case activities (investigation/prosecutions) for the associated cases under the jurisdiction's control and/or authority.

For Purpose Area 4, provide an overview of the current challenges that the applicant faces in investigating and prosecuting sexually motivated cold case crimes; generally describe the need for funding to achieve results. Describe and provide information regarding the extent of sexually motivated cold case crimes that are yet to be investigated or prosecuted due to resource issues. Describe how law enforcement will interview and investigate those convicted of sexually motivated crimes and what information will potentially be gathered. Document how the applicant's jurisdiction has already addressed or prevented any issues related to unsubmitted SAKs (including partially tested kits) and the status of the downstream case activities (investigation/prosecutions) for the associated cases under the jurisdiction's control and/or authority.

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 improve 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. Document how the applicant's jurisdiction has already addressed or prevented any issues related to unsubmitted SAKs (including partially tested kits) and the status of the downstream case activities (investigation/prosecutions) for the associated cases under the jurisdiction's control and/or authority.

For Purpose Area 6, provide an overview of the current challenges that the applicant faces in investigating and prosecuting unresolved violent cold case crimes and generally

describe the need for funding to achieve results. Describe and provide information regarding the extent of violent cold case crimes 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 cold case crimes. Document how the applicant's jurisdiction has already addressed or prevented any issues related to unsubmitted SAKs (including partially tested kits) and the status of the downstream case activities (investigation/prosecutions) for the associated cases under the jurisdiction's control and/or authority.

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 (including partially tested kits); 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 (including partially tested kits) 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 (including partially tested kits), how they will develop a multidisciplinary approach to address current issues, and how they will prevent unsubmitted SAKs (including partially tested kits) 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 (including partially tested kits) in their jurisdiction, with modifications to address local need, capacity, and scope based on small agency size, if needed.

The project design must include information on the applicant's plan to inventory, track, and test previously unsubmitted SAKs (including partially tested kits); 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 volumes of unsubmitted SAKs (including partially tested kits) 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 violent cold case crimes that could be linked to previously unsubmitted/ untested and/or partially tested 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 Purpose Area 3 site 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 Purpose Area 3 site coordinator will work with the SAKI working group to identify individuals 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 individuals or arrestees with qualifying offense; identify an individual who will act as the Purpose Area 3 site coordinator; and commit to conducting a comprehensive census of qualifying individuals to inform the collection strategy, including 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.
 - Timeline for performing census, collections, testing, and entry into CODIS.
 - 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.
 - How the collection coordinator and the SAKI working group will develop new policies and procedures to ensure this problem does not occur again.

If the applicant's jurisdiction allows for arrestee collections, the applicant should also outline the current state of arrestee collection and outline their proposal for how grant funds will be utilized to reform policies to ensure collections are occurring as required by law.

For Purpose Area 4, applicants must detail how funding will be used to address the activities associated with the investigation and prosecution of sexually motivated cold case crimes, particularly those that may have resulted from testing of previously unsubmitted SAKs (including partially tested kits) 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 sexually motivated cold case crimes; 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 in the 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 to ensure the long-term sustainability of their previously awarded SAKI projects.

The overarching purpose is to limit or eliminate the accumulation of unsubmitted SAKs (including partially tested kits), 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 cold case crimes that are not sexually motivated and how the applicant will utilize funding to implement the three required elements of the BJA SAKI Model to build a multidisciplinary response to violent cold case crimes in their jurisdictions.

The project design must include information on the applicant's plan to investigate and prosecute violent cold case crimes; 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.

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. This position may be grant funded, but supplanting is not permitted.

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 site coordinator who will serve as the central point of contact for the working group. This position may be grant funded, but supplanting is not permitted.

For Purpose Area 3, fully describe the capabilities, competencies, and qualifications of the assigned staff, including the selected or proposed site 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 who owe; and use the resulting information to help resolve cases.

The applicant must determine if the site 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 site coordinator will work with the working group to identify individuals convicted of or who have an arrest history with a qualifying offense from whom DNA should be collected. This position may be grant funded, but supplanting is not permitted.

If the applicant's jurisdiction allows for arrestee collections, the applicant should also outline capabilities and competencies of the assigned staff who will be coordinating reformation of arrestee policy collection to achieve overall program goals and objectives.

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, sexually motivated cold case 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 site coordinator who will serve as the central point of contact for the working group. This position may be grant funded, but supplanting is not permitted.

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. 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. This position may be grant funded, but supplanting is not permitted.

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 cold case crimes.

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 site coordinator who will serve as the central point of contact for the working group. This position may be grant funded, but supplanting is not permitted.

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 lawfully owed DNA samples of individuals convicted of and/or with an arrest history of a qualifying offense

Note: An applicant is **not** required to submit performance data with the application. Rather, performance measure information is included to provide notice that award recipients will be required to submit performance data as part of each award's reporting requirements.

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 solicitation goals and objectives identified in the "[Goals and Objectives](#)" section.

Applicants can visit [OJP's performance measurement page](#) at www.ojp.gov/performance for more information on performance measurement activities.

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.

BJA will require award recipients to submit performance measure data 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 the applicant is selected for award. A list of performance measure questions for this program can be found at the following:

- [Purpose Areas 1 and 2](#)
- [Purpose Area 3](#)
- [Purpose Area 4](#)
- [Purpose Area 5](#)
- [Purpose Area 6](#)

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 [Application Resource Guide](#).

Application Goals, Objectives, Deliverables, and Timeline Web-Based Form

The applicant will submit the project's goals, objectives, deliverables, and timeline in the JustGrants web-based form. This is a summary of the goals, objectives, deliverables, and timeline that relate to the proposal narrative. 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 proposal narrative.
- **Program Objectives and Timeline:** The applicant should include objectives to accomplish its goals. Objectives are specific, measurable actions to reach the project's desired results. The included timelines should be clearly linked to the goal.
- **Deliverables and Timeline:** Project deliverables refer to outputs—tangible (for example, a report or a website) or intangible (for example, greater feelings of safety reported by the community)—that are documented and submitted within the scope of a project. Deliverables include timelines.

Deliverables Expected by Successful Applicants

Program objectives and deliverables should be included in one timeline, with the expectations allowable activities outlined herein by purpose area.

PURPOSE AREA 1: Comprehensive Approach to Sexual Assault Kits.

Applicants must propose to implement a comprehensive approach to unsubmitted SAKs (including partially tested kits) that includes all three elements of the BJA SAKI Model.

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

(1) The inventory must:

- Capture the following information (where possible):
 - Total number of unsubmitted SAKs (to include partially tested) 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.
- Indicate SAKs that may soon be affected by a statute of limitations.

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

- 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 (including partially tested kits) 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:

Forensic-based activities such as testing of SAKs and related evidence, Y-STR testing of samples, testing of secondary evidence, familial DNA searches, FGG, phenotyping/ancestral analysis, identifying challenges in the laboratory setting, and identification of additional challenges with testing DNA evidence. Additional information and BJA requirements for each of these activities can be found on page 13 in the **DNA Analyses and related activities, Familial Searching, Phenotyping, and FGG Considerations Section**.

Personnel costs including hiring and overtime, to allow adequate follow-up for investigations and prosecutions that result from evidence related to testing SAKs and crime scene evidence. 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.

Please note: 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.

SAK refrigeration systems (e.g., installing temperature and/or humidity controls to enhance existing storage and/or the purchase of new refrigeration systems) 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 \$2,500.

Activities related to the identification of 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 to hire a full-time crime analyst 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. This individual would be responsible for ViCAP and NamUS entries as applicable.

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 SAKs 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.

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 site coordinator 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, with adaptations for small agency size, as needed.

Allowable activities for Purpose Area 2 are as follows:

1. Inventory of all unsubmitted and partially tested SAKs.
2. Creation of a multidisciplinary working group comprising of 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.

Other permissible grant activities include:

Forensic-based activities such as testing of SAKs and related evidence, Y-STR testing of samples, testing of secondary evidence, familial DNA searches, FGG, phenotyping/ancestral analysis, identifying challenges in the laboratory setting, and identification of additional challenges with testing DNA evidence. Additional information and BJA requirements for each of

these activities can be found on page 13 in the **DNA Analyses and related activities, Familial Searching, Phenotyping, and FGG Considerations Section**.

Personnel costs, including hiring and overtime, to allow adequate follow-up for investigations and prosecutions that result from evidence related to testing SAKs and crime scene evidence. 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.

Please note: 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.

SAK refrigeration systems (e.g., installing temperature and/or humidity controls to enhance existing storage and/or the purchase of new refrigeration systems) 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 \$2,500.

Activities related to the identification of 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 to hire a full-time crime analyst 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. This individual would be responsible for ViCAP and NamUS entries as applicable.

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.

Investigative and prosecutorial activities such as expert witness fees, training in relation to sexual assault evidence collection, DNA technology, victimization and trauma response, other related topics to improve the quality and outcomes of sexually motivated

investigations/prosecutions, and/or travel costs associated with investigations and/or prosecutions such as victim, witness, and/or suspect interviews.

Initial Planning Period and Special Withholding Conditions

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 volume of unsubmitted SAKs (to include partially tested kits), 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 JustGrants 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 (which must include partially tested kits) 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 Individuals Convicted of or Arrested for Qualifying Offenses.

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 individuals convicted of and/or with an arrest history of a qualifying offense who should have samples in CODIS but from whom samples have never been collected or submitted to a lab for testing.

Typically, individuals 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.).

Additionally, if legally permissible in the applicant's jurisdiction, grant funds may also be used to develop and/or reform arrestee DNA collection policies to ensure those collections are occurring as they should per applicable state law as well. Please note grant funds should not be used to effectuate actual arrestee collections without prior discussion and approval from BJA. The use of grant funds for arrestee collections should be on the development of policies and procedures rather than on actual collections.

An expanded DNA database enables law enforcement to better identify persons convicted of violent offenses who are involved in unsolved crimes and who may reoffend after release. Although 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 the profiles of individuals arrested for or convicted of a qualifying offense. The absence of lawfully owed DNA samples in CODIS will likely result in missed opportunities to identify perpetrators of violent crimes, including sexual assaults. Thus, BJA views the expansion of DNA databases as phase two 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 unsubmitted SAKs (including partially tested kits) 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 (including partially tested kits) identified in their jurisdictions has been completed or is near completion. In addition to testing completion, jurisdictions should also be able to clearly demonstrate they have addressed the downstream case activities (crime analysis, investigation, prosecution as applicable) for at least 75 percent of the associated cases.

As such, an applicant for Purpose Area 3 does not necessarily have to be an existing or previous SAKI award recipient, but the applicant must clearly demonstrate that its jurisdiction has effectively dealt with its underlying unsubmitted and partially tested SAKs. Further, the application should demonstrate the applicant jurisdiction requires resources to support the collection of lawfully owed DNA that could add in the resolution of other violent cold case crimes, including those linked to previously unsubmitted and/or partially tested SAKs.

Accordingly, under Purpose Area 3, BJA is soliciting applications to support activities associated with the collection of lawfully owed DNA samples and/or the development of policies and procedures surrounding arrestee collections. Any DNA collection must be targeted to individuals who have a likelihood of being linked to violent cold case crimes. Lawfully owed DNA collection should be focused on those samples that were due and owing at the time of the grant application deadline. Any DNA collection, including arrestee collection, proposed after the grant application deadline, must be expressly approved by BJA.

Under this purpose area, funding can be used for Rapid DNA as a means to process lawfully owed DNA samples that would otherwise be delayed or cumbersome in normal crime laboratory processing. This technology is strictly for use in processing reference samples (individuals arrested for and/or convicted of a qualifying offense) because the technology is currently not approved for crime scene sample processing (i.e., sexual assault kits). A letter of support from

the lead agency's crime laboratory must be submitted if pursuing the use of Rapid DNA (please see more information under the Letter of Support section below).

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>.

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

Census of Individuals Convicted of or Arrested for Qualifying Offenses. Conduct a census to identify eligible individuals who should have samples in CODIS but from whom samples have never been collected or submitted to a lab for testing. Sites should initially focus on those individuals who could be linked with the jurisdiction's previously unsubmitted and/or partially tested SAKs and/or other qualifying sex offenses, but the census and corresponding collection plan can and should include all qualifying offenses in the applicant's respective jurisdiction.

Determining if an individual has a qualifying event that will allow their DNA profile to be uploaded to CODIS hinges on the conviction/arrest date, charge, and whether a DNA sample was required from them on the date of conviction/arrest. Collection of DNA from qualifying individuals 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 qualifying deceased individuals 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:

- 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.
- Detailed information on how the applicant will cross reference the census data with appropriate qualifying offense information (i.e., case and/or arrest details) for the jurisdiction, if collection took place, and if subsequent upload to CODIS occurred. An estimated timeframe for the completion of the census as well as describe how the agencies will coordinate their participation in this census initiative.
- 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.

- The dates of the census—typically when the agency’s qualifying offense laws took effect, up until the date of application submission.
 - Note: Some jurisdiction’s DNA collection laws are grandfathered, thus those individuals who were incarcerated before the law taking effect, may qualify for DNA collection.
 - Arrestee information can and should be included in the census if the qualifying arrest occurred prior to the date of the application submission and the DNA collection did not occur as it should per the applicant’s state law.

Once awarded, the grantee will work with the SAKI TTA to complete a census plan that will be reviewed and approved by BJA.

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 individuals arrested for or convicted of a qualifying offense who have a high likelihood of being linked to cases associated with the jurisdiction’s SAKs. Please note that arrestee DNA collections should not be done without prior approval of BJA; see further information on arrestee collection on page 41.

As previously stated herein, applicants should prioritize collection from individuals previously arrested, convicted, or subject to investigation for crimes related to any violent crime and from whom owed DNA samples have not been collected.

The DNA collection plan must further describe how the applicant will prioritize collection efforts from individuals in prisons and jails, individuals under community supervision, others residing in the community with no supervision, registered sex offenders cross referenced by state, if necessary, and deceased individuals⁷ who might be linked to cases associated with the unsubmitted and/or partially tested SAKs from the jurisdiction’s previous inventory, if applicable. The U.S. Marshals may be able to assist with locating absconded sex offenders.

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 individuals arrested for or convicted of a qualifying offense identifies a potential suspect or links their case to others, as well as provide support and services to those victims.

Identification of the PA3 Site Coordinator for DNA Collection: Due to the labor-intensive work of this purpose area, BJA requires a full-time Purpose Area 3 site coordinator. The applicant must designate a specific individual as the Purpose Area 3 site coordinator and describe how this individual will work with the existing SAKI MDT (if applicable), 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

⁷ A. Schubert and C. Burke, (n.d.), *Dead Man Talking: DNA Secrets from the Grave*, *CDAAs Prosecutor’s Brief* 36 (1), https://mcusercontent.com/ee5523512411738bf07923a86/files/a2292d47-112e-27c0-6c15-5e2e0efbd862/Dead_Man_Talking_DNA_Secrets_From_the_Grave1.pdf.

from evidence provided by previously unsubmitted SAKs; and access criminal records and other sensitive law enforcement records.

The Purpose Area 3 site coordinator will oversee all aspects of the project, including the census of qualifying individuals; 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 Unsubmitted SAK Data: Applicants should include data related to previous unsubmitted SAK 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 other purpose areas to further their work under the solicitation.

In addition to those activities that have already been discussed, 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 census and collection initiative.
- Collect, test, and upload to CODIS lawfully owed DNA samples from individuals arrested for or convicted of a qualifying offense, who are confirmed as not in CODIS.
- 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 lawfully owed 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 lawfully owed DNA 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 samples from individuals convicted of a qualifying offense and/or from individuals arrested for a qualifying offense (after receiving BJA permission) 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.

Further information for arrestee DNA Collection policies and procedures:

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 the polices ensure 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. Any budgetary request for arrestee DNA collections must first be submitted and approved by BJA.

PURPOSE AREA 4: Investigation and Prosecution of Cold Case Sexually Motivated Crimes

BJA is soliciting applications to support the investigation and prosecution of high volumes of sexually motivated cold case crimes, particularly those that have resulted from testing of previously unsubmitted and/or partially tested 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.

BJA views Purpose Area 4 as enhancement funds for applicants that can clearly demonstrate their jurisdiction has made significant progress in eliminating its unsubmitted and partially tested SAKs, as well as made other significant policy and programmatic improvements.

Specifically, applicants must attach a certification that an inventory has been completed and document the testing of previously unsubmitted and partially tested SAKs identified in their jurisdictions has been completed or is near completion, as well as a statement that additional resources are needed to support the downstream case activities such as crime analysis, investigation, and prosecutions for the associated cases that are under the jurisdiction's control and/or authority.

Permissible uses of grant activities include:

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/sexually motivated 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 to 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.

Other permissible uses of grant funds can include:

Forensic-based activities such as testing of SAKs and related evidence, Y-STR testing of samples, testing of secondary evidence, familial DNA searches, FGG, phenotyping/ancestral analysis, identifying challenges in the laboratory setting, and identification of additional challenges with testing DNA evidence. Additional information and BJA requirements for each of these activities can be found on page 13 in the **DNA Analyses and related activities, Familial Searching, Phenotyping, and FGG Considerations Section**.

Personnel costs, including hiring and overtime, to allow adequate follow-up for investigations and prosecutions that result from evidence related to testing SAKs and crime scene evidence. This may include the establishment of cold case or sexual assault investigation units and the hiring of specialized victim/family advocates or victim treatment providers to engage in victim/family-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.

Please note 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.

SAK refrigeration systems (e.g., installing temperature and/or humidity controls to enhance existing storage and/or the purchase of new refrigeration systems) 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 \$2,500.

Activities related to the identification of 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 to hire a full-time crime analyst for overtime pay of existing departmental crime/intelligence analysts to support SAKI-related investigations or fee-for-service/outourcing 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. This individual would be responsible for ViCAP and NamUS entries as applicable.

Enhancing victim/family 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.

Investigative and prosecutorial activities such as expert witness fees, 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 sexually motivated cold case investigations/prosecutions, and/or travel costs associated with investigations and/or prosecutions such as victim, witness, and/or suspect interviews. Additionally, this purpose area can fund investigators to interview and investigate convicted, sexually motivated perpetrators in order to gather information on additional offenses committed.

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 (including partially tested 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, for one final SAKI project that is focused on sustainability.

Proposed applicants should be able to certify that an inventory has been completed and document that the testing of previously unsubmitted SAKs (including partially tested kits) identified in their jurisdictions has been completed or is near completion. In addition to testing completion, applicants should also be able to clearly demonstrate they have addressed the downstream case activities (crime analysis, investigation, prosecution as applicable) for at least 75 percent of the associated cases as well under the jurisdiction's control and/or authority.

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 individuals linked to a multitude of violent 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 cold case crimes in an effort to solve even more cases and apprehend these individuals before they commit additional offenses, thereby increasing public safety.

This purpose area will encompass all other violent cold case crimes 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, prosecutorial activities, as well as victim and family advocacy.

BJA views Purpose Area 6 as enhancement funds to a comprehensive approach to addressing sexual assault and overall violent crime. As such, Purpose Area 6 funding is granted only after a jurisdiction has made significant progress in eliminating its unsubmitted and partially tested SAKs as well as 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 and partially tested SAKs identified in their jurisdictions has been completed or is near completion. In addition to testing completion, jurisdictions should also be able to clearly demonstrate they have addressed the downstream case activities (crime analysis, investigation, prosecution, as applicable) for at least 75 percent of the associated cases under the jurisdiction’s control and/or authority.

As such, an applicant for Purpose Area 6 does not necessarily have to be an existing or previous SAKI award recipient, but the applicant must clearly demonstrate it meets the qualifications to apply for the purpose area as outlined herein.

For this purpose area, applicants must propose to implement a comprehensive approach to resolve violent cold case crimes that includes and addresses all three elements of the BJA SAKI

Model as adapted herein for this Purpose Area. More information on the three elements can be found on page 10.

In addition to addressing the three elements of the BJA model, the applicant should include the following information for Purpose Area 6 inventory completion. Applicants should identify and inventory categories of unresolved violent cold case crimes that will be addressed with this purpose area, such as:

- Homicide
- Robbery
- Aggravated assault
- Missing person
- Unidentified human remains
- Other

Additionally, the inventory must capture the following information (where possible):

- Total number of unresolved violent cold case crimes in the specified categories that you will work under this award with a written summary of the process used to conduct the inventory.
- Specific types of information associated with each unresolved violent cold case crime, to include, where possible:
 - The overall date range of violent cold case crimes in the site's possession
 - The date of the offense
 - The law enforcement incident number (or other unique identifier)

Site inventories cannot include any violent cold case crimes that occurred after the application submission date as supplanting is not permitted. Inventories should identify violent cold case crimes that may soon be affected by a statute of limitation and prioritize those cases for any needed testing and investigation/prosecution. The inventory must be completed and approved by BJA before evidence can be submitted for testing using SAKI funding.

When considering cases and information to include the inventory, please note the following:

Note: Prior approval from BJA is required for the following case types to be included in the violent cold case crime inventory. Case requests shall be handled by BJA on a case-by-case basis.

- Sexually motivated crimes for sites that do not have active Purpose Area 1, 2, or 4 awards.
- Undetermined manner of death cases, if circumstances strongly suggest a homicide.
- Missing persons cases, if foul play is suspected.
- Unidentified human remains cases ruled as "undetermined causes of death."

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 cold case crimes. 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 families/victims when reopening historical violent cold case crimes 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/family engagement and notification, who can work with investigators as they pursue leads associated with evidence from violent cold case crimes.
- 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 cold case crimes.
- Establish evidence tracking, case management, and family 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 cold case crimes 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/family with access to information about their cases.

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

Forensic-based Activities such as testing of crime scene evidence, Y-STR testing of samples, testing of secondary evidence, familial DNA searches, FGG, phenotyping/ancestral analysis, identifying challenges in the laboratory setting, and identification of additional challenges with testing DNA evidence. Additional information and BJA requirements for each of these activities can be found on page 13 in the **DNA Analyses and related activities, Familial Searching, Phenotyping, and FGG Considerations Section**.

Personnel costs, including hiring and overtime, to allow adequate follow-up for investigations and prosecutions from violent cold case crimes and associated crime scene evidence. This may include the establishment of cold case units and the hiring of specialized victim/family advocates or victim/family 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 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.

Please note 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.

SAK refrigeration systems (e.g., installing temperature and/or humidity controls to enhance existing storage and/or the purchase of new refrigeration systems) to ensure optimal preservation of evidence. Funding for this must not exceed \$200,000.

Soft interview rooms to ensure an optimal environment for victim/family interviews and interactions. Funding for this must not exceed \$2,500.

Activities related to the identification of expiration of statutes of limitations on violent cold case crimes, 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 to hire a full-time crime analyst 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 and NamUs by the end of the grant period and should budget accordingly.

Enhancing victim/family services and support for past and current victims of violent cold case crimes, as well as the provision of mechanisms through which victims can easily access updated information about the status of their investigation and/or prosecution. Address potential trauma for families/victims when reopening historical violent cold case crimes to prevent revictimization. Strengthen victim and family advocacy resources within the law enforcement agency and/or community-based advocacy organizations.

Investigative and prosecutorial activities such as expert witness fees, training in relation to evidence collection, DNA technology, victimization and trauma response, and other related topics to improve the quality and outcomes of violent cold case crime investigations/prosecutions, and/or travel costs associated with investigations and/or prosecutions such as victim, witness, and/or suspect interviews.

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 cold case accruals 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.

Award recipients must enter all criteria cases into ViCAP by the end of the grant period and should budget accordingly. This individual would be responsible for ViCAP and NamUS entries

as applicable. As a reminder, ViCAP criteria for missing persons/unidentified human remains cases:

- 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.

Budget and Associated Documentation

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 unsubmitted SAK testing (including partially tested kits) to include actual testing costs, investigative and prosecutorial activities, estimated expert testimony fees, travel and training costs, and costs associated with the review of outsourced laboratory data and entry into CODIS, as well any crime analysis that may be proposed under the project.

For Purpose Area 3, provide an estimate of funds that will be allocated for collection and testing of lawfully owed DNA to include actual testing costs and costs associated with the review of outsourced laboratory data and entry into CODIS, as well as personnel and travel and training costs that may be proposed.

For Purpose Area 4, if applicable, provide an estimate of funds that will be allocated for advanced DNA testing forensic activity costs, an estimate of costs associated with investigative and prosecutorial activities, estimated expert witness fees, travel and training costs, as well as any crime analysis that may be proposed under the project.

For Purpose Area 5, provide an estimate of funds that will be allocated to implement new or enhance existing policies and/or procedures 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 forensic-based activities related to other violent cold case crimes, to include actual testing costs, investigative and prosecutorial activities, estimated expert testimony fees, travel and training costs, costs associated with the review of outsourced laboratory data and entry into CODIS, as well any crime analysis that may be proposed under the project.

Funding Restrictions

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

Budget Detail and Narrative Web-Based Form

The applicant will complete the JustGrants web-based budget form, which includes both detailed calculations and budget narrative sections.

For additional information about how to prepare a budget for federal funding, see the [“Application Resource Guide”](#) section on [Budget Preparation and Submission Information](#) and the technical steps to complete the budget form in JustGrants in the [Complete the Application in JustGrants: Budget](#) training.

[Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs](#)

OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to review carefully—before submitting an application—the [Application Resource Guide](#) for information on prior approval, planning, and reporting of conference/meeting/training costs.

[Costs Associated With Language Assistance \(if applicable\)](#)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. See the [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.

[Budget/Financial Attachments](#)

[Pre-Agreement \(Pre-Award\) Costs \(if applicable\)](#)

Pre-agreement costs are defined as costs requiring approval incurred by the applicant prior to the start date of the period of performance of the federal award. OJP does not typically approve pre-agreement costs. If a successful applicant, in anticipation of the Federal award, but before the start date of the period of performance, incurs costs which are necessary for efficient and timely performance of the funded project, those costs may not be charged to the award. See the “Costs Requiring Prior Approval” section in the [DOJ Grants Financial Guide Post-Award Requirements](#) for more information.

[Indirect Cost Rate Agreement \(if applicable\)](#)

Indirect costs are costs of an organization that are not readily assignable to a particular project but are necessary to the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries. The requirements for the development and submission of indirect cost proposals and cost allocation plans are listed in Appendices III–VII of 2 C.F.R. Part 200. A non-federal applicant should follow the guidelines applicable to its type of organization. If applicable, an applicant with a current federally approved indirect cost rate agreement will upload it as an attachment in JustGrants. See the [DOJ Financial Guide](#) for additional information on [Indirect Cost Rate Agreement](#).

[Consultant Rate \(if applicable\)](#)

Costs for consultant services require prior approval from OJP. If the proposed project expects to fund consultant services, compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. See the [DOJ Grants Financial Guide](#) for information on the consultant rates, which require prior approval from OJP.

[Limitation on Use of Award Funds for Employee Compensation for Awards Over \\$250,000; Waiver \(if applicable\)](#)

If an applicant proposes to hire employees with Federal award funds, for any award of more than \$250,000 made under a funding opportunity, an award recipient may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. See the [Application Resource Guide](#) for information on the "Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver."

[Disclosure of Process Related to Executive Compensation \(if applicable\)](#)

An applicant that is a nonprofit organization may be required to make certain disclosures relating to the processes it uses to determine the compensation of its officers, directors, trustees, and key employees. 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 [Application Resource Guide](#) for information.

Additional Application Components

The applicant will attach the additional requested documentation in JustGrants.

[Curriculum Vitae or Resumes \(if applicable\)](#)

Provide resumes of key personnel who will work on the proposed project.

[Tribal Authorizing Resolution \(if applicable\)](#)

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 [Application Resource Guide](#) for information on tribal authorizing resolutions.

[Letters of Support \(if applicable\)](#)

Applicants for all purpose areas must submit signed letters of commitment from the agency or agencies that possess unsubmitted SAKs, violent cold case crimes, the crime laboratory that provides DNA services (and/or familial searches) to the law enforcement agency (even if outsourcing to a private lab), the prosecutor's office, a community-based victim services organization, medical examiner/coroner as applicable, or other agency(s) whose participation will be required to successfully implement the BJA SAKI model and meet the goals, objectives, and deliverables of said proposed project. 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 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. Applicant budgets should include sufficient funding for this work in terms of reagents and labor/over-time costs.

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 partnering agency(s) include basic annual deliverables from the SAKI grant. These deliverables may 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.

Utilizing the [performance measures](#) under this program is recommended as a blueprint (for partnering agency(s)/subaward(s)) of the deliverables that are required to be reported to the project lead (awardee) throughout the duration of the project. These deliverables ensure that a comprehensive project is implemented; limit gaps in a multidisciplinary approach to addressing the goals, objectives, and deliverables of this program; and demonstrate the impact of this program's grant funding to BJA and DOJ leadership.

Applicants should include, for each named supporting entity, a signed letter of support that outlines the supporting entity's reasons for supporting for the project. Applications submitted from two or more entities are encouraged to submit signed letters of support that provide a detailed description of why the proposed project should receive federal funding.

Each letter of support may include the following: (1) a description of the relationship between the applicant entity and the supporting entity; (2) a description of the need and what benefits would be gained from the project; (3) a description of the applicant's capacity to complete the proposed project. Letters of support should be signed and then submitted as one separate attachment to the application in JustGrants.

[Research and Evaluation Independence and Integrity Statement \(if applicable\)](#)

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 [Application Resource Guide](#).

[Disclosures and Assurances](#)

The applicant will address the following disclosures and assurances.

[Disclosure of Lobbying Activities](#)

The SF-LLL attachment that was completed and submitted in Grants.gov is attached to this section.

[Applicant Disclosure of Duplication in Cost Items](#)

To ensure funding coordination across grant making agencies, and to avoid unnecessary or inappropriate duplication among grant awards, the applicant will disclose if it has any pending applications for federal funding, including pending applications for subawards of federal funds. Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [Application Resource Guide](#) for additional information.

Applicant Disclosure of SAK Testing Projects and previous SAKI Funding

Applicants 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 must

also disclose any previous SAKI funding, to include the amount originally awarded as well as the current status of each award, with up-to-date balances (if the award(s) remains active). Applicants must describe how BJA funded projects will be coordinated and tracked separately from any other funding (including BJA's DNA Capacity Enhancement and Backlog Reduction Program and/or other SAKI funding), outlining how the applicant will ensure no duplication with other current grant-funded projects occurs.

[DOJ Certified Standard Assurances](#)

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

Application Review Information

Review Criteria

Basic Minimum Review Criteria

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 requirements for all OJP solicitations:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within any stated programmatic funding limits or boundaries.
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

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:

- Statement of the Problem/Description of the Issue (15%): evaluate the applicant's understanding of the program/issue to be addressed.
- Project Design and Implementation (40%): evaluate the strength of the proposal, including information provided in the goals, objectives, timelines, and deliverables web-based form.

- Capabilities and Competencies (25%): evaluate the applicant's administrative and technical capacity to successfully accomplish the goals and objectives.
- 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.
- 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 OJP include geographic diversity, strategic priorities (specifically including, but not limited to, those priority areas already mentioned, if applicable), available funding, past performance, past funding history as well as any remaining balances on existing awards, 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. Costs are allowable when they are reasonable, allocable to, and necessary for the performance of the federal award, and when they comply with the funding statute and agency requirements (to include the conditions of the award), including the cost principles set out in the [Uniform Requirements 2 C.F.R. Part 200, Subpart E](#).

Risk Criteria/Factors

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. 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 is listed in SAM.gov 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 that appears in the non-public segment of the integrity and performance system accessible through SAM.gov.

Important note on Responsibility/Qualification Data (formerly FAPIIS): An applicant may review and comment on any information about its organization that currently appears in SAM.gov and was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the other information in SAM.gov, in its assessment of the risk posed by the applicant.

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. 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 30. See the [Application Resource Guide](#) for information on award notifications and instructions.

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 (programs or practices that have been evaluated as effective), see the [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 on what should be included in the application, see the [Application Resource Guide](#) section entitled “Information Regarding Potential Evaluation of Programs and Activities.”

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 [Application Resource Guide](#).

Civil Rights Compliance

If a successful applicant accepts funding from OJP—as a recipient of OJP funding—that award recipient must comply with certain federal civil rights laws that prohibit it from discriminating on the basis of race, color, national origin, sex, religion, or disability in how the recipient delivers its program’s services or benefits and in its employment practices. The civil rights laws that may be applicable to the award include Title VI of the Civil Rights Act of 1964 (Title VI), the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), and Section 504 of the Rehabilitation Act of 1973. These and other federal civil rights laws are discussed in greater detail here: [“Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements – FY 2024 Awards”](#) under the “Civil Rights Requirements” section, and additional resources are available from the [OJP Office for Civil Rights](#).

Part of complying with civil rights laws that prohibit national origin discrimination includes recipients taking reasonable steps to ensure that people who are limited in their English proficiency (LEP) because of their national origin have meaningful access to a recipient’s program and activity. An LEP person is one whose first language is not English and who has a limited ability to read, write, speak, or understand English. To help recipients meet this obligation to serve LEP persons, DOJ has published a number of resources, including a language access assessment and planning tool, which are available at <https://www.lep.gov/language-access-planning>. Additional resources are available at <https://www.ojp.gov/program/civil-rights-office/limited-english-proficient-lep>. If the award recipient proposes a program or activity that would deliver services or benefits to LEP individuals, the recipient may use grant funds to support the costs of taking reasonable steps (e.g., interpretation or translation services) to provide meaningful access. Similarly, recipients are responsible for ensuring that their programs and activities are readily accessible to qualified individuals with disabilities. Applicants for OJP funding must allocate grant funds or explain how other available resources will be used to ensure meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) interpreter

services for deaf or hard of hearing individuals or the purchase of adaptive equipment for individuals with mobility or cognitive disabilities. For resources, see <https://www.ada.gov> or contact OJP.

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 [Application Resource Guide](#) for additional information.

Information Technology Security Clauses

An application in response to this solicitation may require inclusion of information related to information technology security. See the [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 must submit quarterly financial reports, 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 [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 Synopsis.

Other Information

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

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

Provide Feedback to OJP

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

Performance Measures

A list of the performance measures can be found at the following:

- [Purpose Areas 1 and 2](#)
- [Purpose Area 3](#)
- [Purpose Area 4](#)
- [Purpose Area 5](#)
- [Purpose Area 6](#)

Application Checklist

BJA FY24 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

- Confirm your entity's registration in the [System Award Management \(SAM.gov\)](#) is active through the solicitation period; submit a new or renewal registration in SAM.gov if needed (see [Application Resource Guide](#)).

Register in Grants.gov

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see [Application Resource Guide](#)).
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [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 [Application Resource Guide](#)).
- Sign up for Grants.gov email [notifications](#) (optional) (see [Application Resource Guide](#)).
- Read [Important Notice: Applying for Grants in Grants.gov](#) (about [browser compatibility and special characters in file names](#)).
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/financialguidedo/iii-postaward-requirements#6q3y8> (see [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 2024 Awards](#)" in the [OJP Funding Resource Center](#).

Review the Scope Requirement

- The federal amount requested is within the allowable limit(s) for each purpose area:
 - 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 in the Synopsis and the "Eligibility Information" section in the solicitation.

Application Step 1

After registering with SAM.gov 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 BJA or Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov customer support](#), or support@grants.gov regarding technical difficulties (see [“Application Resource Guide” section on Experiencing Unforeseen Technical Issues](#))

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

- Entity and User Verification (First Time Applicant)
- Standard Applicant information (SF-424 information from Grants.gov)
- Proposal Abstract*
- Proposal Narrative*
- Application Goals, Objectives, Deliverables, and Timeline web-based form*

Budget and Associated Documentation

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

Additional Application Components

- Tribal Authorizing Resolution (if applicable) (see [Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (if applicable) (see [Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [Application Resource Guide](#))
- Letters of Support*

- Resumes of key personnel (if applicable)
- List of procurement contracts (if applicable)
- Organizational chart (if applicable)
- Inventory Certification(s) (if applicable)

Disclosures and Assurances

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [Application Resource Guide](#))
- DOJ Certified Standard Assurances (see [Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing (see [Application Resource Guide](#))
- Applicant Disclosure and Justification—DOJ High-Risk Grantees (if applicable) (see [Application Resource Guide](#))
- Disclosure of current or previous SAKI award information, with information on the current status and corresponding balance, if any, of each award included*

****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 [Application Resource Guide](#) for additional information.

Standard Solicitation Resources

[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 and find frequently asked questions.

[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.

[Weekly Training Webinars](#) are advertised here and provide opportunities for users to receive topic-specific training, direct technical assistance, and support on JustGrants system functionality.