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## BJA FY 21 Sexual Assault Forensic Evidence – Inventory, Tracking, and Reporting

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### Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications for funding to implement an evidence management program to inventory, track, and report untested and unsubmitted sexual assault kits (SAKs). From the time an evidence SAK is collected to the time it leaves the laboratory and the case receives final disposition in court, the status and location of the SAK will be known. This program furthers the Department's mission to combat violent crime and to improve the response and services to America's crime victims.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants for the preparation and submission to OJP of applications for funding. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.**

### Solicitation Categories

This solicitation does not include Solicitation Categories.

### Eligible Applicants:

Other

### Other

See Eligibility Section

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

## Contact Information

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

For technical assistance with submitting the **full application** in DOJ's Justice Grants System (JustGrants), contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov). The JustGrants Service Desk operates 5 a.m. to 9 p.m. eastern time, Monday-Friday, and 9 a.m. to 5 p.m. Saturday, Sunday, and federal holidays.

An applicant that experiences unforeseen Grants.gov or JustGrants technical issues beyond its control that prevent it from submitting its application by the deadline must email the National Criminal Justice Reference Service Response Center (Response Center) at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) **within 24 hours after the application deadline** to request approval to submit its application after the deadline.

For assistance with any other requirements of this solicitation, contact the Response Center by telephone at 800-851-3420 or TTY: 301-240-6310 (hearing impaired only) or by email at [grants@ncjrs.gov](mailto:grants@ncjrs.gov). Response Center hours of operation are 10 a.m. to 6 p.m. eastern time Monday through Friday, and 10 a.m. to 8 p.m. eastern time on the solicitation close date.

### **Submission Information**

In FY 2021, applications will be submitted to DOJ in a **NEW** two-step process.

**Step 1:** Applicants will submit an **SF-424** and an **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>. To register in Grants.gov, applicants will need to obtain a Data Universal Numbering System (DUNS) and System for Award Management (SAM) registration or renewal.

**Step 2:** Applicants will submit the **full application** including attachments in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov).

To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline.

OJP encourages applicants to review, the "How to Apply" section in the [OJP Grant Application Resource Guide](#).

# Contents

Contact Information	1
Program Description	5
Overview	5
Statutory Authority	5
Specific Information	5
Goals, Objectives, Deliverables, and Timeline	8
Evidence-Based Programs or Practices	9
Information Regarding Potential Evaluation of Programs and Activities	9
OJP Priority Areas	9
Federal Award Information	9
Awards, Amounts and Durations	9
Continuation Funding Intent	9
Availability of Funds	10
Types of Awards	10
Financial Management and System of Internal Controls	10
Budget Information	10
Cost Sharing or Matching Requirement	11
Pre-agreement Costs (also known as Pre-award Costs)	11
Limitation on Use of Award Funds for Employee Compensation: Waiver	11
Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs	11
Costs Associated with Language Assistance (if applicable)	11
Eligibility Information	11
Application and Submission Information	12
Information to Complete the Application for Federal Assistance (SF-424)	12
Standard Applicant Information (JustGrants 424 and General Agency Information)	12
Proposal Abstract	12
Proposal Narrative	13
Goals, Objectives, Deliverables, and Timeline	15
Budget and Associated Documentation	15
Budget Worksheet and Budget Narrative (Web-based Form)	15
Indirect Cost Rate Agreement (if applicable)	15
Financial Management Questionnaire (including applicant disclosure of high-risk status)	15
Disclosure of Process Related to Executive Compensation	15
Additional Application Components	15
Tribal Authorizing Resolution	15
Documentation of Advancing DOJ Priorities (if applicable)	15
Documentation of High-Poverty Areas or Persistent-Poverty Counties (if applicable)	15
Completed inventory certification if an applicant is proposing to begin on Task 2: Tracking	15
Potential Environmental Impact Coversheet and Checklist – National Environmental Policy Act (NEPA)	15
Disclosures and Assurances	16
Disclosure of Lobbying Activities	16
DOJ Certified Standard Assurances	16
Applicant Disclosure of Duplication in Cost Items	16
DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements	16
Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)	16

How to Apply	16
Submission Dates and Time	16
Application Review Information	16
Review Criteria	16
Review Process	17
Federal Award Administration Information	17
Federal Award Notices	18
Administrative, National Policy, and Other Legal Requirements	18
Information Technology (IT) Security Clauses	18
General Information about Post-Federal Award Reporting Requirements	18
Federal Awarding Agency Contact(s)	18
Other Information	18
Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)	18
Provide Feedback to OJP	18
Performance Measures	18
Application Checklist	18
	20
Appendix A: Certification Template	20

# Program Description

## Overview

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

The SAFE-ITR Program provides funding for agencies to gain insight into the scope of unanalyzed sexual assault kits (SAKs) and for managing the status of the workflow of SAKs. BJA seeks applications from eligible agencies that will inventory, track, and report the status of SAKs. As an integral part of these activities, applicants also are expected to identify and prioritize (for testing) SAKs for which prosecution of a perpetrator is soon to be barred by the expiration of an applicable statute of limitations.

## Statutory Authority

SAKI: Pub. L. No. 116-260, 134 Stat 1182, 1259

## Specific Information

The knowledge of the status of SAK evidence is crucial in combating violent crime and to improve responses and services to America's crime victims. BJA's SAFE-ITR Program is designed to provide resources toward assisting agencies in addressing the inventory, tracking, and reporting of SAKs. Since multiple grant programs for sexual assault evidence testing are offered through OJP, funding from the SAFE-ITR Program will not be made available for testing evidence.

This SAFE-ITR Program will help defray costs associated with the following three tasks, as defined for purposes of this program:

- **Task 1: Inventory.** The term "inventory" refers to a detailed and descriptive list of articles or items (for purposes of this solicitation, SAKs) containing information such as, but not limited to, item identifiers, quantity, and location of the item.
- **Task 2: Tracking.** The term "tracking" refers to the monitoring and accounting of SAKs through the course, or path, of their movement from collection through final disposition.
- **Task 3: Reporting.** The term "reporting" refers to the task of delivering a written report to the appropriate entity within the prescribed time period and with the applicable data provided. See below for reporting requirements.

Funds may be requested for all three tasks, or, if an inventory has already been completed, for Tasks 2 and 3 only. For applicants funded under this program, upon completion of the inventory, whether completed using the federal grant funds from this program or other applicant funding sources, the applicant must submit a certification of inventory completion to BJA; see below for additional information. Proposal narratives should address all three of the aforementioned tasks, even if funding is not requested for all tasks. For example, if an inventory has already been completed, the applicant should provide information regarding the results of the inventory. Applicants may design project plans (or strategies) to include concurrent tasks; however, the inventory task is a priority.

All three tasks are applicable to all SAKs under the purview of an applicant.

### Task 1: Inventory of all existing SAKs in the possession of an applicant

Applicants must inventory all existing SAKs in their possession. A recipient (or subrecipient) of a grant under this program must complete this inventory by no later than 1 year after it receives the grant (or subgrant, in the case of a subrecipient).

As part of conducting its inventory or, for applicants requesting funds to begin at Task 2, as part of the implementation of any tracking system, a recipient (or, as applicable, a subrecipient) under this program will be required to assign a unique numeric or alphanumeric identifier to each sample of sexual assault evidence in its possession. The recipient (or, as applicable, a subrecipient) also must identify the date or dates after which the state or unit of local government would be barred by any applicable statute of limitations from prosecuting a perpetrator in the case to which the sample of sexual assault evidence relates.

If an eligible applicant has completed an inventory of all SAKs in its possession, then the applicant must submit a certification from the applicant jurisdiction's chief law enforcement officer indicating the inventory is complete and accurate

and how many SAKs are currently (as of the date of the certification) in the applicant's possession. For an award that includes funds to complete Task 1 (inventory), this certification must be submitted prior to the initiation of any other tasks, as outlined in the application.

Regarding the inventory task, an applicant, in the project plan, should address:

- How it will complete an inventory of the SAKs in its possession in the given timeframe of 12 months after the grant (or subgrant) start date.
- How it will identify, manage, or process — specifically including its prioritization (for testing) of soon-to-be time-barred cases, as applicable — SAKs in its possession for which a statute(s) of limitations will expire.

**Required Certification:** A certification is required for this program.

- If an applicant is requesting funds for all three tasks under the SAFE-ITR Program, a certification must be submitted upon completion of Task 1 (inventory, as described above).
- If the applicant is requesting funding to begin at Task 2 (tracking, as described above), then, prior to the award start date, it must submit a certification with the application asserting completion of its inventory. Access to award funds may be withheld until BJA receives a properly executed certification from the applicant (see details in Appendix A).
- The certification must be signed by the applicant jurisdiction's chief law enforcement officer.

**Task 2: Track movement of SAKs for a period of no fewer than 12 months**

For a minimum of 12 months after the certification date of a completed inventory under this program, an applicant must track SAKs from the time it takes possession of them through final disposition of the case. Project plans should be designed to allow Task 2 (tracking) and Task 3 (reporting) activities to occur concurrently.

**Tracking Requirements:**

- The chief law enforcement officer of the applicant state or unit of local government must be the identified individual accountable for compliance and reporting within the applicant jurisdiction.
  - The chief law enforcement officer can appoint a designee as long as the designee is not an employee of any governmental laboratory or vendor laboratory.

If funded, the applicant must track SAKs in accordance with the following requirements:

- For each sample of sexual assault evidence in its possession, a unique numeric or alphanumeric identifier must be assigned.
- The applicant must identify the date after which the state or unit of local government would be barred by an applicable statute of limitations from prosecuting a perpetrator in the case to which the sample of sexual assault evidence relates.
- For SAKs not in the possession of the applicant at the initiation of the program, the applicant must incorporate them into the inventory, track them consistent with its required tracking protocol, and incorporate any associated SAK data into the required metrics listed under Task 3 **no later than 60 days after receiving possession**.

**Task 3: Reporting the tracking results**

Reporting requirements include reports to BJA as well as posting the required metrics every 60 days on the applicant's website. In addition to posting the required metrics (as detailed further below) on its website, the applicant must provide to BJA its 60-day report data in an electronic format — contemporaneously with the recipient's publication of such data on its

own website. Note that a state or unit of local government may elect to, at its discretion, report the data specified under Task 3 on a more frequent basis than the 60-day intervals set out under this program. If a state or unit of local government elects to submit more frequent reports, the recipient must provide BJA advance written notice of its intention. The written notice should specify the reduced reporting interval the recipient is electing to maintain throughout the required 12-month reporting period.

BJA will use such data to update a DOJ website that publishes 60-day report information from all SAFE-ITR grantees. All 60-day reports captured by an applicant must also be included in the semi-annual progress reports submitted to BJA. During the 12-month period in which an applicant tracks SAKs in its possession (see Task 2: Tracking), the applicant must continue to report tracking data to BJA.

Every 60 days, the applicant must post the following metrics to an appropriate website hosted by the applicant and open to the public. Data must include:

- a. The name of the state or unit of local government filing the report.
- b. The period or dates covered by the report.
- c. The cumulative total number of samples of sexual assault evidence that, at the end of the reporting period:
  - i. Are in the possession of the state or unit of local government.
  - ii. Are awaiting testing.
  - iii. The state or unit of local government has determined should undergo DNA or other appropriate forensic analyses.
- d. The cumulative total number of samples of sexual assault evidence in the possession of the state or unit of local government that, at the end of the reporting period, the state or unit of local government has determined should not undergo DNA or other appropriate forensic analyses (regarding which the state or unit of local government may elect to explain its reasoning for the determination in some or all cases).
- e. The cumulative total number of samples of sexual assault evidence (of the cumulative total number provided as consistent with item c. above) that have been submitted to a laboratory for DNA or other appropriate forensic analyses.
- f. The cumulative total number of samples of sexual assault evidence for which DNA or other appropriate forensic analysis has been completed at the end of the reporting period.
- g. The total number of samples of sexual assault evidence identified by the state or unit of local government since the previous reporting period.
- h. The cumulative total number of samples of sexual assault evidence (of the cumulative total number provided as consistent with item c. above) for which the state or unit of local government will be barred within 12 months by any applicable statute of limitations from prosecuting a perpetrator of the sexual assault to which the sample relates.

#### **Exceptions from reporting**

Reporting is not required for SAKs that:

- Are not considered criminal evidence such as a SAK collected anonymously from a victim who is unwilling to make a criminal complaint.
- Relate to a sexual assault for which the prosecution of each perpetrator is barred by a statute of limitations.

#### **Publication of reports on the applicant-hosted website**

Reports submitted during the tracking and reporting tasks of this program must be published and disseminated on a

website hosted by the applicant and open to the public. Such reports submitted or published under this program must not include personally identifiable information (PII) or any details about a sexual assault that might lead to the identification of the individuals involved.

Prior to the launch of any website by the grantee, BJA's Office of the Chief Information Officer must review and approve the proposed website design. This review will ensure that, for all Covered Information Systems, the grantee shall comply with all security requirements, including, but not limited to, the security policies issued by the Office of Management and Budget (OMB), as well as requirements issued by DOJ, the Department of Homeland Security (DHS), the General Services Administration (GSA), and the Office of Personnel Management (OPM).

PII is defined as: "information which either — (1) Is labelled by name or other personal identifiers, or (2) Can, by virtue of sample size or other factors, be reasonably interpreted as referring to a particular private person." 28 C.F.R. § 22.2(e). Also see definitions of "personally identifiable information (PII)" and "protected personally identifiable information (protected PII)" in the Part 200 Uniform Requirements at 2 C.F.R. § 200.79 and 2 C.F.R. § 200.82.

### **Definitions for this solicitation**

**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.

**Unsubmitted SAK:** SAKs that have not been submitted to a forensic laboratory for testing and analysis using CODIS-eligible DNA methodologies.

**Untested SAKs:** SAKs that are in the possession of a state or local government forensic laboratory for analysis but DNA analyses have not been performed on the kit samples.

**Possession:** With respect to SAKs, possession by a state or unit of local government includes the storage, control, or custody by an agency (or individual who is acting as an agent) of the state or unit of local government.

**Final Disposition:** With respect to a criminal case or investigation in which a SAK relates, the term final disposition refers to the conviction or acquittal of all suspected perpetrators of the crime, a determination by the state or unit of local government in possession of the SAK that the case is unfounded, or a declaration by the victim of the crime that the act constituting the basis of the crime was not committed.

### **DNA Analyses Conducted Over the Course of the Project**

Expenses associated with DNA testing are not permissible under this program. See the "Budget Information" section under "Section B. Award Information" for details on expenses that may be funded under this program.

With respect to any DNA analyses that may be conducted over the course of the project, BJA encourages applicants to give strong consideration to the following:

- BJA suggests that all DNA analyses conducted during the tracking and reporting tasks of this program 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. These audits must demonstrate that the laboratory maintains compliance with the DNA Quality Assurance Standards established by the Director of the Federal Bureau of Investigation.
- BJA also suggests that no profiles generated during the tracking portion of this program be entered into any nongovernmental DNA database. All DNA analyses conducted and profiles generated during the tracking 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).

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

The goal of BJA's SAFE-ITR Program is to establish and maintain accountability for participants in the criminal justice system as it relates to sexual assaults and sexual assault evidence collection and analysis. The objectives include:

- To gain an understanding of the number of SAKs that remain in possession of law enforcement agencies.
- To understand the movement of SAKs through the criminal justice system.

Deliverables of this project are dependent on the task(s) for which funding is awarded. See Tasks 1-3 above for more



information on deliverables of this program.

The Goals, Objectives, and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under the Application and Submission Information section.

### **Evidence-Based Programs or Practices**

OJP strongly emphasizes the use of data and evidence in policymaking and program development in criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

### **Information Regarding Potential Evaluation of Programs and Activities**

OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the [OJP Grant Application Resource Guide](#) section entitled "Information Regarding Potential Evaluation of Programs and Activities."

### **OJP Priority Areas**

The Department of Justice is committed to advancing work that promotes civil rights, increases access to justice, supports crime victims, protects the public from crime and evolving threats, and builds trust between law enforcement and the community. In FY 2021, OJP will give priority consideration in award decisions to applications that demonstrate ways in which their projects will advance one or more of these areas.

To receive priority consideration for advancing one or more of the Department's priorities, the applicant must provide a sufficient narrative explanation as an attachment, that specifies how the project will advance the promotion of civil rights, access to justice, support to crime victims, protecting the public from crime and evolving threats, or building trust between law enforcement and the community.

In addition, OJP will give priority consideration, if applicable, to applicants that demonstrate that the individuals who are intended to benefit from the requested grant reside in high-poverty areas or persistent-poverty counties.

To receive priority consideration under the poverty priority, the applicant must provide information to demonstrate that the individuals who are intended to benefit from the requested grant reside in high-poverty areas or persistent poverty counties. For purposes of this priority consideration, the term "high-poverty area" means any census tract with a poverty rate of at least 20 percent as measured by the 2013–2017 5-year data series available from the American Community Survey of the Census Bureau (applicants may search by census tract at <https://www.census.gov/acs/www/data/data-tables-and-tools/narrative-profiles/2017/>) and the term "persistent poverty counties" means any county that has had 20 percent or more of its population living in poverty over the past 30 years, as measured by the 1990 and 2000 decennial censuses and the most recent Small Area Income and Poverty Estimates (applicants may search by county at <https://www.census.gov/data/tables/time-series/dec/census-poverty.html> and at <https://www.census.gov/programs-surveys/saie.html>).

Priority consideration is one of many factors that OJP considers in making funding decisions and is not a guarantee of an award.

## **Federal Award Information**

### **Awards, Amounts and Durations**

#### **Anticipated Number of Awards**

5

#### **Anticipated Maximum Dollar Amount of Awards**

\$960,000.00

#### **Period of Performance Start Date**

10/1/21 12:00 AM

#### **Period of Performance Duration (Months)**

36

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

\$4,700,000.00

### **Continuation Funding Intent**

BJA may, in certain cases, provide additional funding in future years to awards made under this solicitation, through

continuation awards. OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, and progress of award funded work, when making continuation award decisions.

## **Availability of Funds**

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

## **Types of Awards**

BJA expects to make awards under this solicitation as grants. See the "Administrative, National Policy, and Other Legal Requirements" section of the [OJP Grant Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants (and cooperative agreements).

## **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. The "Part 200 Uniform Requirements" means the DOJ regulation at 2 C.F.R. Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200. See [OJP Grant Application Resource Guide](#) for additional information.

## **Budget Information**

Federal funds must be used to supplement existing state and local funds for program activities and must not supplant those funds that have been appropriated for the same purpose. Permissible uses of funds provided under this program may include:

### **1. Salary and benefits of additional employees**

Funds may be used to hire additional full-time or part-time employees for the applicant or proposed subrecipient(s) to directly inventory, track, and/or report on the SAKs as a part of this project. Funds may also be used to hire additional full-time or part-time employees for the applicant or subrecipient(s) to implement information technology solutions for the inventorying, tracking, and reporting of the status of SAKs through the criminal justice process. Applicants should demonstrate that additional full-time/part-time employee(s) would be directly engaged in these activities. Supplanting is not permitted.

### **2. Overtime for existing employees**

Funds may be used to pay overtime to existing employees of the applicant or proposed subrecipient(s) to directly inventory, track, and/or report on the SAKs as a part of this project. Funds may also be used to pay overtime to existing employees of the applicant or subrecipient(s) to implement information technology solutions for the inventorying, tracking, and reporting of the status of SAKs through the criminal justice process of the applicant jurisdiction (or subrecipient(s) jurisdiction(s), as applicable). Any payments for overtime must be in accordance with the applicable provisions of the Financial Guide, available at <http://ojp.gov/financialguide/DOJ/index.htm>.

### **3. Purchase of Automated Information Technology (AIT) systems**

Funds may be used to purchase and implement an AIT system for the applicant to aid in conducting inventorying, tracking, and reporting activities for SAKs as they progress through the criminal justice system. It is critical that an applicant jurisdiction be able to adequately account for and track sexual assault evidence. The system may include software, hardware, accessories (e.g., barcode readers), supplies (e.g., barcode labels for barcode printers), and warranties or service contracts for systems purchased with funding from an award made under this program.

### **4. Travel (limited)**

Funds may be requested for reasonable and justified travel for purposes including, but not limited to:

- Inventorying SAKs that may be in multiple facilities owned or operated by the applicant and its subrecipient(s).

Meetings with agencies that have implemented SAK inventories, procedures for SAK tracking and testing, and AIT

systems for the purpose of gaining insight to the applicant's own plan for SAK inventory and tracking.

- Professional meetings with workshops dedicated to SAK issues in the law enforcement and criminal justice communities.
- Professional meetings where the applicant will disseminate findings from this project.

Funds used for travel are limited to no more than 3 percent of the total award.

Travel expenses must be reasonable and must comply with the applicable provisions of the DOJ Financial Guide and any applicable special conditions on the award. Justifications for the number of staff traveling and the benefit of their attendance at the event must be included.

## **5. Website hosting and maintenance**

Any expenses within the grant period specifically associated with the hosting and maintenance of an applicant's website for the purpose of reporting the program-required metrics.

## **6. Contracts**

Funds may be used to enter into a contract with an outside entity to conduct an inventory of the SAKs in possession of the applicant. The outside entity must **NOT** be a nongovernmental vendor laboratory.

### **Expenses That Are Not Permitted**

Among other things, federal funds awarded under this program may not be used for:

1. Direct administrative expenses that exceed 5 percent of the federal portion of the award.
2. Forensic biology, DNA testing, and related costs.
3. Establishing a contract or agreement with a nongovernmental vendor laboratory to conduct an inventory (or "audit") of SAKs awaiting testing.

### **Cost Sharing or Matching Requirement**

This solicitation does not require a match.

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

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

### **Limitation on Use of Award Funds for Employee Compensation: Waiver**

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

### **Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs**

See the [OJP Grant Application Resource Guide](#) for information on Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs.

### **Costs Associated with Language Assistance (if applicable)**

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

## **Eligibility Information**

- State governments\
- City or township governments

- County governments
- Native American tribal organizations (other than federally recognized tribal governments)
- Native American tribal governments (federally recognized)

For purposes of this solicitation, “state” means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands. Foreign governments, foreign organizations, and foreign institutions of higher education are not eligible to apply.

Applicant entities must collect, store, maintain, and/or send forensic DNA evidence to an existing and accredited crime laboratory that complies with the DNA Quality Assurance Standards and participates in the National DNA Index System (NDIS). See <https://archives.fbi.gov/archives/about-us/lab/forensic-science-communications/fsc/july2000/quality-assurance-standards-for-forensic-dna-testing-laboratories> and <https://www.nij.gov/topics/law-enforcement/investigations/sexual-assault/Pages/untested-sexual-assault.aspx> for more information.

To advance Executive Order 13929 Safe Policing for Safe Communities, as of October 28, 2020, the Attorney General determined that all state, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process to be allocated FY 2021 DOJ discretionary grant funding, as either a recipient or a subrecipient. For detailed information on this new certification requirement, please visit <https://cops.usdoj.gov/SafePolicingEO>.

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

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

## Application and Submission Information

The following application elements **MUST** be included in the application submission for an application to meet the basic minimum requirements (BMR) to advance to peer review and receive consideration for funding:

- Proposal Abstract,
- Proposal Narrative,
- Budget Worksheet and Budget Narrative (web-based form)

See the “Application Elements and Formatting Instructions” section of the [OJP Grant Application Resource Guide](#) for information on what happens to an application that does not contain all the specified elements or that is nonresponsive to the scope of the solicitation.

### Information to Complete the Application for Federal Assistance (SF-424)

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

**Intergovernmental Review:** This solicitation (“funding opportunity”) is subject to [Executive Order 12372](#). An applicant may find the names and addresses of state Single Points of Contact (SPOCs) at the following website: <https://www.whitehouse.gov/wp-content/uploads/2020/04/SPOC-4-13-20.pdf>. If the applicant’s state appears on the SPOC list, the applicant must contact the state SPOC to find out about, and comply with, the state’s process under E.O. 12372. In completing the SF-424, an applicant whose state appears on the SPOC list is to make the appropriate selection in response to question 19, once the applicant has complied with its state E.O. 12372 process. (An applicant whose state does not appear on the SPOC list should answer question 19 by selecting the response that the: “Program is subject to E.O. 12372 but has not been selected by the state for review.”)

### Standard Applicant Information (JustGrants 424 and General Agency Information)

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

### Proposal Abstract

A proposal abstract (no more than 400 words) summarizing the proposed project including primary activities, products and deliverables, the service area, and who will benefit from the proposed project, will be completed in the JustGrants Web-based form.

## **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 Times New Roman font; have no less than 1-inch margins; and should not exceed 10 pages. Pages should be numbered and submitted as an attachment. If the proposal narrative fails to comply with these length restrictions, BJA may negatively consider such noncompliance in peer review and in final award decisions.

If the applicant has been awarded funds through BJA's Sexual Assault Kit Initiative (SAKI), DNA Capacity Enhancement and Backlog Reduction Program, Efficiency Improvement and Capacity Enhancement Program, or any other federal program with similar goals and objectives as the SAFE-ITR Program, it must address how a project under this program will differ from projects funded under those awards. The applicant should also note that costs must not be duplicated between any award made under this program and any other federal funds the applicant has been awarded.

Within the proposal narrative, an applicant should address the issue of statute(s) of limitations expiration on SAKs within its possession. A description should be provided as to how the applicant intends to adjudicate cases identified in which a statute of limitations will expire prior to the completion of the inventory process. In addition, the proposal narrative should discuss how the applicant plans to prioritize (for testing) those cases in which an applicable statute of limitations will soon expire.

The main body of the proposal narrative should describe the proposed project in depth. This narrative should clearly define the applicant's strategy for inventorying, tracking, and reporting on all SAKs in its possession according to the requirements set forth in this solicitation. The strategy or project plan may be demonstrated through the inclusion of checklists, flowcharts, diagrams, or narratives.

The following sections must be included in the proposal narrative:

**a. Description of the Issue**

Describe the challenges faced in conducting an inventory, tracking, and/or reporting of sexual assault kits within the jurisdiction.

**b. Project Design and Implementation**

This section of the proposal narrative should include and/or address the following:

1. The applicant's plan for how the inventory will be completed within the 1-year timeframe required under the grant.
2. The applicant's good faith estimate of the number of SAKs in its possession awaiting testing at the time of application submission.
3. How the applicant agency will handle SAKs in its possession for which statutes of limitations will expire.
4. How the agency will implement the tracking task of this solicitation.
5. How the agency will ensure that the reporting requirements are fulfilled on time (i.e., every 60 days).

**c. Capabilities and Competencies**

1. Describe the management structure for implementation of the strategy, including staffing and key partners. Describe how the partners, if any, will work together to implement the key project elements. Provide information, if any, on past efforts and/or outcomes as a result of this partnership, and why it will enhance efforts in this area.
2. Describe the qualifications and experience of proposed staff as well as the ability of the project to withstand any unexpected staffing changes (e.g., job changes, retirement).
3. Describe the capability of staff and the applicant organization to manage the effort.
4. Discuss the adequacy of the management plan.
  - a. Plan for Collecting the Data Required for this Solicitation's Performance Measures - evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
5. How the plan will allow the applicant to accurately collect all metrics in this solicitation for Task 3: Reporting.
6. How the plan will allow the applicant to report the collected metrics every 60 days on its website.
7. How the plan will allow the applicant to provide timely reporting of metrics to BJA under this program when reported on the website **and** in routine progress reports.

Note: Applicants are **not** required to submit performance data with the application. Rather, performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the goals, objectives, and deliverables identified under "Goals, Objectives, and Deliverables."

Applicants can also visit OJP's performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

Award recipients will be required to submit performance measure data and performance reports in JustGrants. Examples of the performance measures questionnaire can be found at <https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/SAFE-ITR-Measures.pdf>. Further guidance on the post-award submission process will be provided, if selected for award.

**Note on Project Evaluations**

An applicant that proposes to use award funds through this solicitation to conduct project evaluations must follow the guidance under “Note on Project Evaluations” in the [OJP Grant Application Resource Guide](#).

**Goals, Objectives, Deliverables, and Timeline**

Applicants will submit the program's goals, objectives, deliverables, and timelines in the JustGrants web-based form.

**Budget and Associated Documentation****Budget Worksheet and Budget Narrative (Web-based Form)**

Applicants will complete the JustGrants web-based budget form. See the [OJP Grant Application Resource Guide](#) for additional information.

**Indirect Cost Rate Agreement (if applicable)**

Applicants will submit their indirect cost rate agreement by uploading the agreement as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

**Financial Management Questionnaire (including applicant disclosure of high-risk status)**

Applicants will download the questionnaire in JustGrants and submit by uploading the completed questionnaire as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

**Disclosure of Process Related to Executive Compensation**

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

**Additional Application Components**

Applicants will attach the additional requested documentation in JustGrants.

**Tribal Authorizing Resolution**

If applicable, applicants will submit the Tribal Authorizing Resolution by uploading the resolution as an attachment in JustGrants. An application in response to this solicitation may require inclusion of information related to a tribal authorizing resolution as an attachment. See the [OJP Grant Application Resource Guide](#) for information on tribal authorizing resolutions.

**Documentation of Advancing DOJ Priorities (if applicable)**

As is mentioned above, OJP will give priority consideration in award decisions to applications that specify how the project will advance one or more of the following DOJ priorities: the promotion of civil rights, access to justice, support to crime victims, protecting the public from crime and evolving threats, or building trust between law enforcement and the community. Applicants will submit the narrative by uploading the document as an attachment in JustGrants.

**Documentation of High-Poverty Areas or Persistent-Poverty Counties (if applicable)**

As mentioned above, OJP will give priority consideration in award decisions to applications that demonstrate that the individuals who will benefit from the requested grant reside in high-poverty areas or persistent-poverty counties as defined above. Each applicant proposing to receive consideration under the High-Poverty Areas or Persistent Poverty Counties priority must provide a sufficient narrative explanation to identify each specific High-Poverty Area (by census tract number (s)) and/or each specific Persistent-Poverty County where individuals are intended to benefit from the requested grant and how the requested grant will address specific challenges in each such identified area and/or county. Applicants will submit the narrative by uploading the document as an attachment in JustGrants.

**Completed inventory certification if an applicant is proposing to begin on Task 2:  
Tracking****Potential Environmental Impact Coversheet and Checklist – National Environmental  
Policy Act (NEPA)**

Each applicant is to submit a BJA Programmatic Coversheet and Checklist with its application to assist BJA in assessing the potential environmental impacts of the activities proposed for funding by the applicant. Specifically, the applicant is expected to:

- Carefully read the [Programmatic Environmental Assessment](#).
- Complete the [Cover Sheet and the attached Programmatic Checklist](#).
- Attach the completed documents to the grant application.

The applicant should also submit a Cover Sheet and BJA Programmatic Checklist for any organization identified in the Budget Worksheet that will receive grant funds through a subaward or procurement contract to perform any of the following activities: new construction or renovations that change the basic prior use of a facility or significantly change the size, research and/or technology development that could be expected to have an effect on the environment, or implementation of programs involving the use of chemicals. For more information about NEPA and BJA's NEPA process, please go to <https://bja.ojp.gov/national-environmental-policy-act-nepa-guidance>.

## **Disclosures and Assurances**

Applicants will complete the following disclosures and assurances.

### **Disclosure of Lobbying Activities**

Applicants will complete and submit the SF-LLL in Grants.gov. See the [OJP Grant Application Resource Guide](#) for additional information.

### **DOJ Certified Standard Assurances**

See the DOJ Certified Standard Assurances in the [OJP Grant Application Resource Guide](#).

### **Applicant Disclosure of Duplication in Cost Items**

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

### **DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements**

Applicants will review and accept the DOJ Certified Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements. See [OJP Grant Application Resource Guide](#).

### **Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)**

If applicable, applicants will submit as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information. A DOJ High Risk Grantee is a 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, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible

### **How to Apply**

Applicants will submit an **SF-424** and an **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>.

Applicants will submit the **full application** including attachments in JustGrants at [JustGrants.usdoj.gov](https://JustGrants.usdoj.gov).

For additional information, see the "How to Apply" section in the [OJP Grant Application Resource Guide](#).

### **Submission Dates and Time**

The **SF-424** and the **SF-LLL** will be submitted in Grants.gov by June 14, 2021 at 11:59 pm EST. OJP urges applicants to submit applications at least 72 hours prior to the application due date to allow time for the applicant to receive validation messages or rejection notifications from Grants.gov and to correct in a timely fashion any problems that may have caused a rejection notification.

The **full application** will be submitted in JustGrants on June 28, 2021 at 11:59 pm EST.

To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline.

## **Application Review Information**

### **Review Criteria**

#### **a. Merit Review Criteria**



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

1. Statement of the Problem/Description of the Issue (20%) - evaluate the applicant's understanding of the program/issue to be addressed.
2. Project Design and Implementation (50%) - evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (15%) - evaluate administrative and technical capacity of the applicant to successfully accomplish the goals and objectives.
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (15%) - evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
5. Budget (unscored) - evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should demonstrate generally how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.

#### **b. Other Review Criteria/Factors**

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

### **Review Process**

Applications submitted under this solicitation that meet 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 stated review criteria above.

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

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

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant that has one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM as excluded from receiving a federal award.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

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

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 take into account not only peer review ratings and BJA's recommendations, but also other factors as indicated in this section.

## **Federal Award Administration Information**

## **Federal Award Notices**

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

## **Administrative, National Policy, and Other Legal Requirements**

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions, and all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance).

For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [OJP Grant Application Resource Guide](#).

## **Information Technology (IT) Security Clauses**

An application in response to this solicitation may require inclusion of information related to information technology security. See the [OJP Grant Application Resource Guide](#) for information on information technology security.

## **General Information about Post-Federal Award Reporting Requirements**

In addition to the deliverables described in the Program Description section, any recipient of an award under this solicitation will be required to submit certain reports and data.

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

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measures data.

## **Federal Awarding Agency Contact(s)**

For OJP contact(s), see solicitation cover page.

For contact information for Grants.gov and JustGrants, see solicitation cover page.

## **Other Information**

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

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

### **Provide Feedback to OJP**

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

## **Performance Measures**

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the goals, objectives, and deliverables identified under “Goals, Objectives, and Deliverables.”

Applicants can also visit OJP’s performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

Award recipients will be required to submit performance measure data and performance reports in JustGrants. Examples of the performance measures questionnaire can be found at <https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/SAFE-ITR-Measures.pdf>. Further guidance on the post-award submission process will be provided, if selected for award.

## **Application Checklist**

### **Sexual Assault Forensic Evidence – Inventory, Tracking, and Reporting**

#### **(SAFE-ITR) Program**

This application checklist has been created as an aid in developing an application.

### **What an Applicant Must Do:**

#### *Prior to Registering in Grants.gov:*

- Acquire a DUNS Number (see [OJP Grant Application Resource Guide](#))
- Acquire or renew registration with SAM (see [OJP Grant Application Resource Guide](#))

#### *To Register with Grants.gov:*

- Acquire AOR and Grants.gov username/password (see [OJP Grant Application Resource Guide](#))
- Acquire AOR confirmation from the E-Biz POC (see [OJP Grant Application Resource Guide](#))

#### *To Find Funding Opportunity:*

- Search for the Funding Opportunity on Grants.gov
- Access Funding Opportunity and Application Package (see [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, reporting available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](#) (see [OJP Grant Application Resource Guide](#))

#### *Overview of Post-Award Legal Requirements:*

- Review the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2021 Awards](#)” in the [OJP Funding Resource Center](#).

#### *Scope Requirement:*

- The federal amount requested is within the allowable limit(s) of \$960,000

#### *Eligibility Requirement: See Eligibility Section*

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

#### *After SF-424 and SF-LLL Submission in Grants.gov, Receive Grants.gov Email Notifications That:*

- Submission has been received in Grants.gov
- Submission has either been successfully validated or rejected with errors (see [OJP Grant Application Resource Guide](#))

#### *If No Grants.gov Receipt, and Validation or Error Notifications are Received:*

- Contact the Response Center by telephone at 800-851-3420 or TTY: 301-240-6310 (hearing impaired only) or by email at [grants@ncjrs.gov](mailto:grants@ncjrs.gov). Response Center hours of operation are 10 a.m. to 6 p.m. eastern time Monday through Friday, and 10 a.m. to 8 p.m. eastern time on the solicitation close date.

#### *Receive email notification to complete application in JustGrants:*

- Complete Application in JustGrants

### **Content of Application Submission:**

The following items are critical application elements required to pass Basic Minimum Requirements review. An application that OJP determines does not include the application elements that must be included in the application submission in

order for the application to meet the basic minimum requirements, will neither proceed to peer review, nor receive further consideration.

- **Proposal Abstract**
- **Proposal Narrative**
- **Budget Worksheet and Budget Narrative (web-based form)**

#### **Content of Application Submission**

- Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov
- Intergovernmental Review
- Standard Applicant Information (SF-424 info from Grants.gov)

#### **Budget and Associated Documentation**

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

#### **Additional Application Components**

- Documentation of Advancing DOJ Priorities (if applicable)
- Documentation of high-poverty areas or persistent poverty counties (if applicable)
- Completed Inventory Certification (if applicant is proposing to begin on Task 2: Tracking)
- Potential Environmental Impact Coversheet and Checklist - National Environmental Policy Act (NEPA)

#### **Disclosures and Assurances**

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

#### ***Submit Application in JustGrants:***

- Application has been successfully submitted in JustGrants

#### ***If No JustGrants Application Submission, Validation, or Error Notifications are Received:***

- Contact [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175 regarding technical difficulties

## **Appendix A: Certification Template**

**Instructions:** Execute the certification by filling in the blanks of the last paragraph, and by signing and completing the information requested at the bottom of the certification template. Scan the completed document and submit the image file electronically with the application.

U.S. DEPARTMENT OF JUSTICE, OFFICE OF JUSTICE PROGRAMS,  
BUREAU OF JUSTICE ASSISTANCE

FY 2021 Sexual Assault Forensic Evidence – Inventory, Tracking, and Reporting  
(SAFE-ITR) Program

On behalf of the applicant named below, I certify the following to the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice:

The applicant has completed an inventory of all sexual assault kits (SAKs) in its possession.

I acknowledge that a false statement in this certification or in the grant application that it supports may be the subject of criminal prosecution, including under 18 U.S.C. § 1001 and 34

U.S.C. § 10272. I also acknowledge that Office of Justice Programs grants, including certifications provided in connection with such grants, are subject to review by the Office of Justice Programs and/or by the Department of Justice's Office of the Inspector General.

I am the chief law enforcement officer of the applicant and I have authority to make this certification on behalf of the applicant.

I, \_\_\_\_\_, chief law enforcement officer of the applicant, (name)

attest that as of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(applicant)

has completed its sexual assault kit (SAK) inventory and has \_\_\_\_\_ SAKs in its  
(number)

possession.

\_\_\_\_\_  
Signature of Certifying Official

\_\_\_\_\_  
Printed Name of Certifying Official

Title of Certifying Official

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Name of Applicant (State or Unit of Local Government)

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Date