

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



## BJA FY 21 National Sexual Assault Kit Initiative (SAKI)

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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 address the issue and impact of unsubmitted sexual assault kits (SAKs) at law enforcement agencies. This program furthers the Department's mission by improving: (1) state and local jurisdictions' capacities to respond to violent crime and (2) the functioning of the criminal justice system through the investigation and prosecution of cases resulting from SAK evidence and the collection of lawfully owed DNA.

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

Competition ID	Category	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-BJA-2021-00084-PROD1	1	12	\$2,500,000.00	10/1/21 12:00 AM	36
C-BJA-2021-00085-PROD2	2	4	\$500,000.00	10/1/21 12:00 AM	36
C-BJA-2021-00086-PROD3	3	4	\$1,000,000.00	10/1/21 12:00 AM	36
C-BJA-2021-00087-PROD4	4	8	\$1,000,000.00	10/1/21 12:00 AM	36

### 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.](#)

BJA may elect to fund applications submitted under this FY 2021 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

## 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 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 <https://justicegrants.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	2
Program Description	5
Overview	5
Statutory Authority	5
Specific Information	5
Goals, Objectives, Deliverables, and Timeline	7
Evidence-Based Programs or Practices	13
Information Regarding Potential Evaluation of Programs and Activities	13
OJP Priority Areas	13
Federal Award Information	14
Awards, Amounts and Durations	14
Continuation Funding Intent	14
Availability of Funds	14
Types of Awards	14
Financial Management and System of Internal Controls	15
Budget Information	15
Cost Sharing or Matching Requirement	15
Pre-agreement Costs (also known as Pre-award Costs)	15
Limitation on Use of Award Funds for Employee Compensation: Waiver	15
Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs	15
Costs Associated with Language Assistance (if applicable)	15
Eligibility Information	15
Application and Submission Information	16
Information to Complete the Application for Federal Assistance (SF-424)	16
Standard Applicant Information (JustGrants 424 and General Agency Information)	16
Proposal Abstract	16
Proposal Narrative	16
Goals, Objectives, Deliverables, and Timeline	17
Budget and Associated Documentation	17
Budget Worksheet and Budget Narrative (Web-based Form)	17
Indirect Cost Rate Agreement (if applicable)	17
Financial Management Questionnaire (including applicant disclosure of high-risk status)	17
Disclosure of Process Related to Executive Compensation	17
Additional Application Components	17
Curriculum Vitae or Resumes	17
Timeline Form	17
Research and Evaluation Independence and Integrity Statement	17
Unsubmitted SAK Inventory Certification (if applicable)	17
Letters of Commitment	18
Applicant Disclosure of SAK Testing Projects	18
Documentation of Advancing DOJ Priorities (if applicable)	18
Documentation of High-Poverty Areas or Persistent-Poverty Counties (if applicable)	18
Disclosures and Assurances	18
Disclosure of Lobbying Activities	18
DOJ Certified Standard Assurances	18
Applicant Disclosure of Duplication in Cost Items	18
DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements	18
Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)	18
Potential Environmental Impact Coversheet and Checklist – National Environmental Policy Act (NEPA)	18
How to Apply	19
Submission Dates and Time	19
Application Review Information	19
Review Criteria	19

Review Process	21
Federal Award Administration Information	22
Federal Award Notices	22
Administrative, National Policy, and Other Legal Requirements	22
Information Technology (IT) Security Clauses	22
General Information about Post-Federal Award Reporting Requirements	22
Federal Awarding Agency Contact(s)	22
Other Information	22
Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)	22
Provide Feedback to OJP	22
Performance Measures	22
Application Checklist	23
	25

# 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.

SAKI supports the Department's priorities of reducing violent crime and supporting law enforcement officers and prosecutors by:

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

In addition to unsubmitted SAKs, SAKI addresses partially tested SAKs, as defined below, and untested evidence associated with sexually motivated homicides. This program is not directed at untested kits that have been submitted to forensic labs for testing with CODIS-eligible DNA methodologies but are delayed for testing for longer than 30 days, for example, as a result of a laboratory backlog. A separate program addresses laboratory backlogs and capacity. For more information on resources related to untested kits, see:

<http://nij.gov/topics/forensics/evidence/dna/pages/welcome.aspx>.

## Statutory Authority

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

## Specific Information

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

## Definitions

For purposes of this solicitation, the following are defined:

- A. **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.
- B. **Unsubmitted SAKs:** SAKs that have not been submitted to a forensic laboratory for testing and analysis using CODIS-eligible DNA methodologies.
- C. **Inventory:** A detailed and descriptive list of articles or items (for purposes of this solicitation, SAKs) containing information such as, but not limited to, item identifiers, quantity, and location of the item(s).
- D. **Tracking:** The monitoring and accounting of SAKs through the course of their movement from collection to final disposition.
- E. **Reporting:** Delivering a written, detailed report to the appropriate entity within the prescribed time period and with the applicable data provided.
- F. **Lawfully Owed DNA from Convicted Offender:** A DNA sample from a qualifying offender who should have a sample in CODIS (based on the type and time of the offense in relation to applicable state law), but from whom a sample has never been collected or submitted to a lab for testing.
- G. **Arrestee DNA:** DNA collected from an individual following arrest or charging.
- H. **CODIS:** The Combined DNA Index System and the generic term used to describe the FBI's program of support for criminal justice DNA databases, as well as the software used to run these databases.
- I. **NDIS:** The National DNA Index System, and one part of CODIS, containing the DNA profiles contributed by federal, state, and local participating 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.
- J. **ViCAP:** The Violent Criminal Apprehension Program, a unit of the FBI responsible for the analysis of serial violent and sexual crimes, situated within the Critical Incident Response Group's (CIRG) National Center for the Analysis of Violent Crime (NCAVC).
- K. **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 DQAlpha). Partially tested kits are within the scope of the required inventory for SAKI.
- L. **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 the crime scene profile.
- M. **DNA Phenotyping:** The prediction of physical appearance from DNA.
- N. **Forensic Genealogy:** The combination of genetic analysis with traditional historical and genealogical research to study family history. For forensic investigations, it can be used to identify remains by tying the DNA to a family with a missing person or to point to the likely identity of a perpetrator.

## Essential Elements of a SAKI BJA Model

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

**Inventory all unsubmitted SAKs** in the jurisdiction's possession (as defined above), regardless of where they are stored (police evidence facility, hospital, and other relevant locations). Track their progress from testing through final adjudication. Partially tested SAKs must be included in the inventory. It is important for sites to capture all SAKs in their jurisdictions that have never been

subjected to testing with CODIS-eligible DNA methodologies.

2. **Create a multidisciplinary working group** that convenes regularly to address and identify the individual, organizational, and systemic factors that lead to high numbers of unsubmitted SAKs in the jurisdiction. Develop a comprehensive strategy to address the backlog and provide uniform assistance to all agencies that fall within the grantee's jurisdiction (including those in rural and tribal areas in statewide and countywide sites). This working group should comprise of law enforcement personnel (including superior officers and officers that respond to and investigate sexual assault complaints), forensic medical personnel (including sexual assault forensic examiners), forensic laboratory personnel, prosecutors, victim advocates (both system- and community-based), and victim treatment providers. **(Some jurisdictions may already have Sexual Assault Response Teams [SARTs] in place that could form the basis of the working group.)**
3. **Designate a site coordinator** who will serve as the central point of contact for the SAKI team with the full support of the lead agency. This individual and the lead organization will be responsible for fostering and coordinating communication among team members and ensuring that the team is meeting its milestones. The site coordinator must also demonstrate a willingness and commitment to institutionalize systems, policies, and protocols developed by the working group to address the backlog of unsubmitted SAKs and prevent the problem from recurring. The site coordinator must be a strong and knowledgeable leader who can work closely with the lead agency to ensure a coordinated effort among all SAKI team members and is able to leverage the skills of their organization to support the work. The coordinator must be able to foster solid working relationships and hold all entities accountable for their roles within the SAKI effort. The site coordinator does not need to be a sworn law enforcement officer, but prior experience working with law enforcement agencies, prosecutors, and victim advocates will be highly advantageous.

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

## Program Requirements

### SAKs Tracking

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

### Training

Award recipients must attend the annual 2-day SAKI workshops for all recipient sites that will take place in the Washington, D.C., area. Key site team personnel (up to three representatives per site) will be expected to attend each annual meeting during the course of the grant period (starting in 2021), and applicants should budget accordingly. The workshops will focus on the elements of a successful project and key issues around DNA and unsubmitted SAK evidence.

### DNA Analyses

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

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

Award recipients utilizing SAKI funds for forensic genealogy testing must adhere to the *United States Department of Justice Interim Policy Forensic Genealogical DNA Analysis and Searching* available at <https://www.justice.gov/olp/page/file/1204386/download>.

In accordance with Section IX, SAKI award recipients must collect and report the following metrics to BJA:

- The type of crime investigated.
- Whether forensic genetic genealogical DNA analysis (FGG)/forensic genetic genealogical DNA analysis and searching (FGGS) was conducted on a forensic sample or a reference sample.
- The type of forensic sample subjected to FGG, and a description of the total amount, condition, and concentration of that sample (e.g., single source, mixed profile, degradation status, etc.).
- Whether FGG analysis resulted in a searchable profile.
- The identity of the vendor laboratory used to conduct FGG and the genetic genealogy service(s) used to search the FGG profile.
- Whether the investigation resulted in an arrest that was based, in part, on the use of FGGS.
- The total amount of federal funding used to conduct FGG/FGGS in each case.

Note that requirements may slightly change in accordance with future iterations of the FGGS policy. SAKI award recipients will be updated should changes occur that impact practices and/or performance metrics. All DNA analyses conducted and profiles generated during the testing portion of this program must be maintained pursuant to all applicable federal privacy requirements, including those described in 34 U.S.C. § 12592(b)(3).

### **ViCAP**

Award recipients under Purpose Areas 1, 2, and 4 must also enter all “criteria cases” into ViCAP (before the end of the grant period) to increase the chances of identifying and apprehending violent serial offenders who pose a serious threat to public safety. Award recipients should budget for 60 minutes per ViCAP entry, plus additional time for personnel to conduct searches for matches, follow up on leads, etc. Funding for this activity can come from SAKI grants but must not exceed more than 10 percent of the total budget. Applicants with high volumes of cases that estimate requiring more than 10 percent of their award amount to meet this requirement may be permitted by BJA to prioritize entry of cases into ViCAP based on the nature of the offender. Further details about ViCAP entry are:

- Cases submitted into the ViCAP database must meet the ViCAP criteria requirements. ViCAP cases 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 an offender 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 analysis on specific offenders/cases upon request. For more information about ViCAP, please refer to: <https://www2.fbi.gov/hq/isd/cirg/ncavc.htm#vicap>.

### **Supplanting**

Federal funds must be used to **supplement** existing state and local funds for program activities and must not supplant (replace) those funds that have been appropriated for the same purpose. For more information, please see the [DOJ Grants Financial Guide](#).

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

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

#### **PURPOSE AREA 1: Comprehensive Approach to Unsubmitted Sexual Assault Kits. Competition ID: O-BJA-2021-00084**

Applicants must propose to implement a comprehensive approach to unsubmitted SAKs that includes all three elements of the BJA model, as outlined above. Funds may be requested to support other activities, as determined by the needs of the applicant’s jurisdiction. However, regardless of the proposed use of funds, applicants must describe how their project will include all three of the BJA model’s elements in their program plan.

#### **1. The inventory must:**

- Capture the following information (where possible):
- Total number of SAKs and the locations where SAKs are currently stored
- Verification that all SAKs have been counted, not just particular categories of SAKs (e.g., those dating back a certain amount of time or housed in a particular location)
- A written summary of the process used to conduct the inventory
- Specific types of information associated with each SAK:
  - The overall range of dates for which 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)
- Identify SAKs that may soon be affected by the statute of limitations.

- Not permit supplanting. Site inventories cannot include any SAKs that were collected after the application date for this solicitation.
- Be completed and certified by BJA before SAKs can be submitted for testing using SAKI funding.

**2. The multidisciplinary working group must meet regularly to:**

- Eliminate or reduce the existing number of unsubmitted SAKs through increased testing and effect changes in practice, protocol, and organizational culture necessary to prevent unsubmitted SAKs from accumulating again in the future.
- Improve training to include cross-disciplinary training among 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>).
- The group must also address potential trauma for victims 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 offenders who pose a serious threat to public safety.
- Identify and allocate 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.

BJA's minimum requirements for a tracking system are:

- Current number of SAKs collected in the jurisdiction, by calendar year
- Unique SAK identification number, if available, from the SAK manufacturer
- Law enforcement incident or case number associated with each kit
- Current location of each kit (e.g., in evidence storage, at the crime laboratory, at another investigating agency)
- Submission and testing status of each kit (including dates of submission, to whom it was submitted, and whether testing is in progress or completed)
- Results of testing: DNA profile obtained, CODIS-eligible, uploaded to CODIS (date of upload), CODIS hit returned, date and type of hit (to offender, to another case)
- Current status of the investigation case (open/active, closed, cleared by arrest, exceptional clearance) associated with each kit
- Leverage the data gathered from the comprehensive testing process to improve understanding of the nature and extent of the sexual assault problem in the community and to inform the creation of policy and programmatic interventions needed to respond.

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

Applicants may also request funds to support the following activities:

- **Testing of SAKs and related evidence**, to include outsourcing kits for testing and technical review of data/results, as well as tracking and reporting of performance metrics. If an applicant has already tested more than 75 percent of its SAKs, funding may be used to perform additional DNA testing including:
  - Y-STR testing for samples that fail to yield a CODIS-eligible profile but where male DNA was detected and a known suspect sample is available for direct comparison, for complex mixtures where known suspect samples are available for direct comparison, or when a jurisdiction has already implemented a local Y-STR suspect database.
  - Testing of secondary evidence linked to SAKs that fail to yield probative results. This may include bedding, clothing, objects, weapons, etc.



- **Familial DNA searches** (if legally allowed in the applicant's state) of DNA profiles attributed to violent serial offenders associated with SAK evidence. The profile of the unknown offender must have previously been uploaded to CODIS but has yet to generate a hit associated with a known suspect in the database. Funds can support costs associated with overtime for lab personnel; Y-STR testing to evaluate potential familial matches; and investigative activities associated with the location, collection, and analysis of suspect DNA samples for comparison/identification of the actual perpetrator.
- **Forensic genealogy searches** of DNA profiles attributed to violent serial offenders associated with SAK evidence. The profile of the unknown offender must have previously been uploaded to CODIS but has yet to generate a hit associated with a known suspect in the database. Funds can be used to: outsource forensic genealogy searches; support laboratory personnel overtime pay; support Y-STR testing to evaluate potential familial matches; or support investigative activities associated with the location, collection, and analysis of suspect DNA samples for comparison/identification of the actual perpetrator. Familial DNA searches (if legally allowed in the applicant's state) must also be performed to try and identify a suspect before pursuing forensic genealogy searches.
- **Phenotyping/ancestral analysis** of DNA profiles attributed to violent serial offenders associated with SAK evidence. The profile of the unknown offender must have previously been uploaded to CODIS but has yet to generate a hit associated with a known suspect in the database. Funds can be used to outsource phenotyping/ancestral analysis or to support investigative activities associated with leads generated as a result of the testing. Familial DNA searches (if legally allowed in the applicant's state) must also be performed to identify a suspect before pursuing phenotyping/ancestral analysis.
  - **Identifying challenges** related to outsourcing, technical review of data, CODIS uploads of results produced by private laboratories, current in-house standard operating procedures that contribute to deficiencies in the DNA screening and testing process, and determining solutions to promote greater efficiency.
  - **Providing additional assistance** (not including laboratory equipment) that should include support for public laboratories' implementation of sustainable, automated, and streamlined SAK processing procedures to ensure long-term capacity and efficiency.
  - **Supporting personnel costs**, including hiring and overtime, to allow adequate followup for investigations and prosecutions that result from evidence related to testing SAKs. This may include the establishment of cold case or sexual assault investigation units and the hiring of specialized victim advocates or victim treatment providers to engage in victim-centered notification, communication, and support activities.
  - **Purchasing SAK evidence tracking systems, case management systems, or other technology** (not including laboratory equipment) to enhance investigation and/or prosecution capacity in relation to cases as part of a holistic approach, as well as training on the new systems. Note: Procurement using federal funds must adhere to Procurement Standards set out at 2 C.F.R. Sections 200.317 through 200.326 and given regulatory effect by way of 2 C.F.R. Part 2800, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards by the Department of Justice.
  - **Renovation of existing SAK storage facilities** (e.g., installing temperature and/or humidity controls) to ensure optimal preservation of evidence. Funding for this component must not exceed \$200,000.
  - **Creating soft interview rooms** to ensure an optimal environment for victim interviews and interactions. Funding for this component must not exceed \$1,000.
  - **Addressing 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.
  - **Supporting crime/intelligence analysis activities** and resources to help identify perpetrators. Funding may be used for overtime pay of existing departmental crime/intelligence analysts to support SAKI-related investigations or fee-for-service/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 offenses yield no CODIS hits, but by using crime analysis to leverage available nonforensic information (such as a suspect's physical description, locations of the sexual assaults, and timeline of serial or related offenses), the suspect(s) could be identified. As previously stated, award recipients must enter all criteria cases into ViCAP by the end of the grant period and should budget accordingly.
  - **Establishing and supporting formal partnerships with researchers** to assess the data, prioritize cases to investigate and prosecute, support strong implementation fidelity, and evaluate the implementation process and outcomes associated with the jurisdiction's SAKI project. Such evaluation activity may focus on, but is not limited to, examination of the underlying causes of the jurisdiction's unsubmitted sexual assault kit backlog and the effect of improved training for law enforcement, prosecution, and victim advocacy professionals on case clearance rates, prosecution outcomes, and victim participation and satisfaction with the criminal justice process.

### Program Requirements

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

### PURPOSE AREA 2: SAKI for Small Agencies (including rural and tribal agencies). Competition ID: O-BJA-2021-00085

Under Purpose Area 2, applicants are expected to achieve the overall goals of SAKI but do not require extensive funding to support the three elements of the BJA 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 who are not currently receiving assistance under an existing statewide or countywide SAKI grant held by another agency).

Applicants will need to establish:

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

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

1. Inventory, (2) creation of a multidisciplinary working group (BJA does acknowledge that the creation of a robust multidisciplinary working group may not be feasible for all smaller jurisdictions), and (3) appointment of a designated site coordinator.

Funds may be requested to support the three major elements or for specific and discrete elements as determined by the applicant jurisdiction's needs. However, regardless of the proposed use of funds, applicants must describe in their program plan how their projects will include all three BJA model elements, even if some will be addressed with other resources. For example, sites may request funding to:

- Complete an inventory
- Test kits
- Enhance an evidence tracking system
- Provide victim advocacy and victim-centered notification
- Provide training
- Conduct investigations or prosecution
- Support overtime for investigators
- Enter criteria cases into ViCAP (Costs associated with entry, analysis, and investigations can be covered under this award.)

Additional Information on Planning and a Special Withholding Condition: Funds are withheld via a special condition on the award. Once BJA approves the implementation plan in writing, a Grant Adjustment Notice (GAN) will be processed in the Grants Management System to formally release the grant funds.

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

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

Award recipients will have access to up to 25 percent of the funds during the 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 of the grant 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 remainder of grant funds. Award recipients will have an opportunity to 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 approval, award recipients may not receive access to their remaining grant funds or an extension of their grant award.

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

If an unsubmitted SAK inventory has already been completed by the applicant jurisdiction, the applicant must provide information regarding the results of the inventory in the proposal and request funding for the tracking, multidisciplinary team, and site coordinator, as necessary. If an applicant has already completed an inventory of existing unsubmitted SAKs, certification of this inventory will be required prior to the release of additional funds. This certification requirement may be met through the inclusion of a certification letter signed by the applicant's chief executive officer. The certification letter should detail the results of the inventory and be included as an attachment with the application. BJA reserves the right to impose special conditions requiring revisions to the inventory and plan before approval and release of funds.

### **PURPOSE AREA 3: Expansion of DNA Databases to Assist with Sexual Assault Investigations and Prosecutions: Collection of Lawfully Owed DNA from Convicted Offenders and Arrestee DNA Collections. Competition ID: O-BJA-2021-00086**

In accordance with applicable state law and for the purpose of resolving sexual assault cases associated with previously unsubmitted SAKs, Purpose Area 3 addresses the identification, collection, and DNA profiling of samples from convicted offenders who should have samples in CODIS, but from whom samples have never been collected or submitted to a lab for testing.

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

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

An expanded DNA database enables law enforcement to better identify persons convicted of violent and sexual offenses who are involved in unsolved crimes, and who may reoffend after release. The focus of this program 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. Typically, eligible convicted offenders from whom DNA can lawfully be collected include those arrested, facing charges, or convicted of murder, sexual abuse, kidnapping, or other qualifying state offenses (see the DNA Analysis Backlog Elimination Act of 2000: H.R. 4640, 34 USCA § 40701 et seq.).

While it is crucial that unsubmitted SAKs be tested and all eligible profiles uploaded to CODIS, cases will remain unsolved unless evidence profiles can be matched against convicted offenders' profiles. The absence of lawfully owed DNA samples in CODIS will likely result in missed opportunities to identify perpetrators of crimes, including sexual assaults. For example, Michigan demonstrated the importance of lawfully owed DNA collections in 2011 when its Department of Corrections collected samples from 5,000 prisoners who had slipped through the cracks. As a result, subsequent DNA hits in CODIS were linked to 74 crimes, including 5 murders, 23 rapes, and 3 armed robberies. For more information, visit: <http://www.michigan.gov/corrections/0,4551,7-119--264812--,00.html>.

For sites that have existing arrestee DNA collection laws, SAKI funds can be used to review, improve, and implement optimal collection protocols to ensure sample collection policies are being adhered to and that samples are being obtained from all eligible individuals for the purposes of CODIS upload.

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

An applicant's proposed plan under this purpose area must include the following elements:

- **Census of Convicted Offenders:** Applicants must commit to conducting a census to identify eligible convicted offenders who could be linked with the jurisdiction's previously unsubmitted SAKs and who should have samples in CODIS, but from whom samples have never been collected or submitted to a lab for testing. Determining if a convicted person has a qualifying event that will allow their DNA profile to be uploaded to CODIS hinges on the conviction date, charge, and whether a DNA sample was required from them on the date of conviction. Collection of DNA from convicted offenders under SAKI must be done in accordance with state law, including any relevant state statutes of limitations on collection, and award recipients must identify an attorney from the Attorney General's Office, District Attorney's Office, or criminal justice agency familiar with the state's DNA collection laws to provide legal advice for the project. If the award recipient also wishes to upload DNA from deceased convicted offenders to CODIS, it will need to cross-reference conviction information from the time of an inmate's or parolee's death with the law at the time of their death, and a court order may be required to do so.
- **Census Details:** A census may cover the applicant's specific jurisdiction, state, or other defined area, but the scope and process of the census must be detailed as follows:
  - Identify the specific and appropriate agency that will conduct the census. This agency may be the state-level department of corrections or bureau of prisons, crime laboratory, a state or local criminal justice agency, or other entity with the appropriate authority, expertise, and data access.
  - Provide an estimated timeframe for the completion of the census, as well as describe how the agencies will coordinate their participation in this DNA collection initiative.
  - Describe the census methods that will be used to collect this information, the data resources that will be used to inform the census, and the demographic and offense-related data to be collected.

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

- **DNA Collection Plan:** In coordination with a legal advisor, applicants must formulate a DNA collection plan that will target the collection of DNA from convicted offenders who have a high likelihood of being linked to cases associated with the jurisdiction's unsubmitted SAKs. As stated above, applicants should prioritize collection from offenders previously arrested, convicted, or subject to investigation for crimes related to sexual assault and from whom owed DNA samples have not been collected. The DNA collection plan should further describe how the site will prioritize collection efforts among offenders in prisons and jails, offenders under community supervision, others residing in the community with no supervision, and in rare cases, deceased individuals who might be linked to cases associated with previously unsubmitted SAKs. The plan should include considerations for facilitating collections/providing assistance to smaller agencies within the applicant's jurisdiction. The plan should also describe the process for ensuring that the collection of DNA from each individual is authorized under existing law.

- **Existing Policies and Protocols:** Applicants must describe any existing protocols, or describe plans for developing a protocol, for notifying victims if and when lawfully owed DNA collected from convicted offenders identifies a potential suspect or links their case to others, and provide support and services to victims.
- **Identification of the SAKI Convicted Persons DNA Collection Coordinator:** The applicant must designate a specific individual as the SAKI convicted persons DNA collection coordinator and describe how this individual will work with the existing SAKI working group, local SART, and any other critical partners or groups to ensure coordination of efforts; plan and perform DNA collections from convicted offenders to inform investigations and prosecutions of cases resulting from evidence provided by previously unsubmitted SAKs; and access criminal records and other sensitive law enforcement records. The collection coordinator will be responsible for overseeing all aspects of the project, including the census of convicted offenders, coordination with sexual assault investigators to prioritize convicted persons DNA collections, coordination of convicted persons DNA testing and CODIS upload, monitoring law enforcement agencies' adherence to protocol(s) related to victim notification, coordinating victim services, tracking status of CODIS hits and subsequent investigations and prosecutions that result, and reporting performance measures to BJA.
- **Prior Backlog Data:** Applicants should include data related to previous SAK backlog elimination efforts or, if they currently have a SAKI project, include the number of SAK-related CODIS hits in relation to the number of CODIS-eligible profiles uploaded to CODIS in total from tested SAKs, as well as information related to indictments or prosecutions associated with SAKI project activities (where applicable). Please note that eligible applicants for Purpose Area 3 are not excluded from also applying to Purpose Areas 1 or 2 under this solicitation.
- **Arrestee DNA Collection Assessment:** For sites that have existing arrestee DNA collection laws, SAKI funds can be used to review, improve, and implement optimal collection protocols to ensure sample collection policies are being adhered to and that samples are being obtained from all eligible individuals for the purposes of CODIS entries. Applicants seeking funds for these activities must provide information regarding current policies and protocols; estimated numbers of samples that are not being collected on an annual basis due to inadequacies with protocols, staffing, and resources; and a commitment from 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.

Applicants can also request funds to support the following activities:

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

The testing of arrestees' and/or convicted persons' samples may be outsourced to an accredited laboratory or tested by the award recipient's local or state laboratory.

Award recipients must also work with BJA's SAKI TTA provider, which will provide assistance on conducting the census and performing lawfully owed DNA collections and/or optimization of arrestee DNA collection protocols. The TTA provider will work with Purpose Area 3 award recipients to compile and issue a final summary report pertaining to the achieved outcomes.

#### **PURPOSE AREA 4: Investigation and Prosecution of Cold Case Sexual Assaults. Competition ID: O-BJA-2021-00087**

Applications are solicited to support the investigation and prosecution of high volumes of sexual assault cases that have resulted from testing backlogs of previously unsubmitted SAKs. This funding is intended as enhancement funds for applicants that can clearly demonstrate their jurisdictions have previously addressed, or are currently effectively addressing, the major issues associated with unsubmitted SAKs. Applicants do not have to be existing SAKI award recipients.

Sites can apply to fund the following:

- **Personnel costs**, including hiring and overtime, to allow adequate followup for investigations and prosecutions that result from evidence related to testing SAKs (including investigators, prosecutors, crime analysts, and administrative personnel).
- This may also 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.

- All “criteria cases” must also be entered into ViCAP. Costs associated with entry, analysis, and investigations can be covered under this award.
- **Training** in relation to sexual assault evidence collection, DNA technology, victimization and trauma response, and other related topics to improve the quality and outcomes of sexual assault investigations and prosecutions.
- **Enhancing victim services** and support for past and current victims of sexual assault, as well as the provision of mechanisms through which victims can easily access updated information about the status of their SAK or associated investigation and/or prosecution.
- **Travel costs** associated with victim engagement and/or suspect interviews or apprehension.
- **The application of advanced DNA and research methodologies to help identify and apprehend violent serial offenders linked to sexual assaults/sexual assault homicides:**
  - Applicants can use funding to apply advanced DNA methodologies in a targeted fashion in an attempt to identify unknown violent serial offenders.
  - Applicants should work with the local/state laboratory to compile a list of all sexual assault/sexual assault homicide cases in their jurisdiction in which a CODIS-eligible profile was obtained and uploaded to NDIS but has yet to generate a hit associated with a known offender. An approximate number of such cases must be provided in the application to help establish the scope of the problem.
  - Applicants can use funding to evaluate the threat to public safety of each unknown offender in terms of violent acts committed and/or the serial nature of the offender, and prioritize additional DNA testing accordingly.
    - Applicants will also need to consult with their laboratory on each case to determine if sufficient DNA is available for additional DNA testing. Genealogy and phenotyping tests typically require 1 nanogram (ng) of DNA.
- Applicants should strategically apply advanced DNA methodologies in an attempt to identify and apprehend offenders associated with unknown DNA profiles in CODIS. Funding can be used for the following:
  - **Familial DNA searches** (if legally allowed in the applicant’s state): Funds can support costs associated with overtime for lab personnel to conduct familial searches and perform Y-STR testing to evaluate potential familial matches and for investigative activities associated with the location, verification, and apprehension of suspects.
  - **Forensic genealogy searches:** Funds can be used to outsource forensic genealogy searches, for lab personnel overtime pay, Y-STR testing to evaluate potential familial matches, and for investigative activities associated with the location, verification, and apprehension of suspects. Familial searches (if legally allowed in the applicant’s state) must also be performed to try and identify the suspect before pursuing forensic genealogy searches.
  - **Phenotyping/Ancestral Analysis:** Funds can be used to outsource phenotyping/ancestral analysis, publicly disseminate the resulting suspect composite, and support investigative activities associated with leads generated as a result of the testing. Familial searches (if legally allowed in the applicant’s state) must also be performed to identify a suspect before pursuing phenotyping/ancestral analysis.

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

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

If an unsubmitted SAK inventory has already been completed by the applicant jurisdiction, the applicant must provide information regarding the results of the inventory in its proposal. BJA reserves the right to place a special condition on awards for which additional refinements or additions need to be made before release of funding.

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/saipe.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

### Solicitation Category

Competition ID Enter to sort	Category	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-BA-2021-00084-PROD 1	1	12	\$2,500,000.00	10/1/21 12:00 AM	36
C-BA-2021-00085-PROD 2	2	4	\$500,000.00	10/1/21 12:00 AM	36
C-BA-2021-00086-PROD 3	3	4	\$1,000,000.00	10/1/21 12:00 AM	36
C-BA-2021-00087-PROD 4	4	8	\$1,000,000.00	10/1/21 12:00 AM	36

### Awards, Amounts and Durations

#### 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

\$44,000,000.00

### Continuation Funding Intent

BA 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

BA 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**

#### **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**

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

- State law enforcement agencies
- Units of local government
- Federally recognized Indian tribal governments
- Governmental non-law enforcement agencies acting as their fiscal agents
- Prosecutor's offices

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

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

Metropolitan statistical areas and divisions may be considered. However, priority will be given to rural and tribal law enforcement agencies (especially those who are not currently receiving assistance under an existing statewide or countywide SAKI grant held by another agency).

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

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

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](#).

BJA may elect to fund applications submitted under this FY 2021 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications, and on the availability of appropriations.

## 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),
- Certification of and findings resulting from a completed unsubmitted SAK inventory (if applicable)
- Letters of commitment

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 **not** subject to [Executive Order 12372](#). (In completing the SF-424, an applicant is to answer question 19 by selecting the response that the "Program is not covered by E.O. 12372.")

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

The Standard Applicant Information section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. 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

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 15 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. The following sections must be included as part of the proposal narrative:

#### a. Statement of the Problem

Describe why this project/these proposed activities are necessary (significance/value) and/or address a need, and include supporting information.

#### b. Project Design and Implementation

Describe the strategy to address the needs identified in the Statement of the Problem. List the proposed program activities and describe how they relate to the stated objectives. Activities are the specific actions to be undertaken to fulfill the program objectives and reach the program goal(s). Provide a detailed description of the method(s) to be used to carry out each activity. Provide a timetable indicating roughly when activities or program milestones are to be accomplished. At the beginning of this section, applicants must include a summary of the goals and deliverables in a bullet point format.

#### c. Capabilities and Competencies

Describe the capabilities and competencies to accomplish the goals and objectives of the project.

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

Describe the process for measuring project performance. Identify who will collect the data, who is responsible for performance measurements, and how the information will be used to guide and evaluate the impact of the project. Describe the process to accurately report data.

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

Award recipients will be required to submit performance measurement data and performance reports in JustGrants. Further guidance on the post-award submission process will be provided, if selected for award.

Examples of the performance measures questionnaire can be found at the links below:

- Purpose Areas 1 & 2: [https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/SAKI-PA1\\_2-Measures.pdf](https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/SAKI-PA1_2-Measures.pdf)
- Purpose Area 3: <https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/SAKI-Purpose-Area3-Measures.pdf>
- Purpose Area 4: <https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/SAKI-PA4-Measures.pdf>

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.

#### **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 SAKI goals, objectives, deliverables, and timelines in the JustGrants web-based form. See the [OJP Grant Application Resource Guide](#) for additional information.

#### **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.

##### **Curriculum Vitae or Resumes**

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

##### **Timeline Form**

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

##### **Research and Evaluation Independence and Integrity Statement**

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. Applicants will submit a description of their research and evaluation independence and integrity by uploading the document as an attachment in JustGrants. For additional information regarding demonstrating research/evaluation independence and integrity, including appropriate safeguards, see the [OJP Grant Application Resource Guide](#).

##### **Unsubmitted SAK Inventory Certification (if applicable)**

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

## Letters of Commitment

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

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

## Applicant Disclosure of SAK Testing Projects

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

## 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.

## 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.

### Potential Environmental Impact Coversheet and Checklist – National Environmental Policy Act (NEPA)

Each applicant is to submit a BJA Programmatic Cover Sheet 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>.

## 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://www.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 22, 2021 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 July 6, 2021 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

### 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 (15%)

For the relevant purpose area, describe generally the need for funding, including available resources and gaps.

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

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

For [Purpose Area 3](#), provide an overview of the current need for lawfully owed DNA collection from qualifying offenders (arrestee and/or convicted) and how the applicant intends to utilize grant funds to conduct a census of, track, and test previously uncollected convicted person samples. In particular, the applicant must describe how uncollected convicted offender samples impact the ability to resolve untested SAK cases in its 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 it could legally collect DNA for the purposes of CODIS upload.

For [Purpose Area 4](#), provide an overview of the current challenges the applicant faces in investigating and prosecuting cases associated with sexual assault and generally describe the need for funding to achieve results. Describe and provide information regarding the extent of sexual assault cases that are yet to be investigated or prosecuted due to resource issues. Document how the applicant's jurisdiction has already addressed or prevented any issues related to untested SAKs.

#### 2. Project Design and Implementation (40%)

For [Purpose Area 1](#), applicants must detail how they will address the three required elements of the BJA model. The holistic project design must include detailed information on the applicant's plan to inventory, track, and test previously unsubmitted SAKs; produce necessary protocols and policies in support of improved coordination and collaboration among laboratories, police, prosecutors, and victim service

providers in response to emergent evidence and casework; prioritize SAK testing and results, taking into consideration statute of limitations issues; describe the resources required to comprehensively address the sexual assault investigations and prosecutions that result from evidence and CODIS hits produced by tested SAKs; and support and optimize victim notification protocols and services.

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

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

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

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

The applicant must detail which of the activities and deliverables listed in the Program-specific Information section will be addressed in its proposal. Overall, the proposal and related policies, procedures, and activities implemented must prevent future backlogs of unsubmitted SAKs and focus on a victim-centered approach to sexual assault evidence collection, testing, investigation, and prosecution.

For Purpose Area 3, applicants must briefly detail how they have addressed or are currently addressing the three required elements of the BJA model in order to implement a holistic victim-centered approach to the current issues associated with unsubmitted SAKs in their jurisdictions.

Applicants must detail the need for lawfully owed DNA collections in their jurisdictions and/or improvement of arrestee DNA protocols, and how such efforts would help increase the chances of resolving unsolved sexual assault cases linked to previously unsubmitted or untested SAKs.

Applicants must detail how they will implement the deliverables listed in the Program-specific Information 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 timely collection and entry into CODIS of DNA samples, and that also prevent future recurrence of the problem.

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

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

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

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

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

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

### **3. Capabilities and Competencies (25%)**

For Purpose Area 1, fully describe the capabilities and competencies of the staff assigned to achieve the program goals and deliverables, including the selected site coordinator and any subawardees. The applicant must demonstrate capacity to develop and implement new policies and procedures within its 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.

Applicants should identify and fully describe the qualifications of the site coordinator and lead agency.

For Purpose Area 2, fully describe the capabilities and competencies of the staff assigned to achieve the program 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.

For Purpose Area 3, fully describe the capabilities and competencies of the staff assigned to achieve the program goals, objectives, and deliverables, including the convicted persons DNA collection project coordinator. The applicant must demonstrate capacity to develop and implement new policies and procedures within its jurisdiction; collaborate with various stakeholders from the forensic, law enforcement, and corrections communities to improve law enforcement's ability to collect DNA from persons at risk for committing serious and violent crimes; and use the resulting information to help resolve cases associated with previously unsubmitted SAKs.

Applicants should identify and fully describe the qualifications of the collection coordinator and lead agency.

For Purpose Area 4, fully describe the capabilities and competencies of the staff assigned to achieve the program 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.

### **4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (10%)**

For all four 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.

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 collected and lawfully owed convicted persons' DNA samples.

### **5. Budget (10%)**

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 goal of the project. The budget must cover costs for travel to BJA-required events noted in the solicitation.

Existing SAKI award recipients must provide information on current SAKI unobligated SAKI funding and detail why additional funding is needed.

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

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

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

### **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 monthly progress reports to the SAKI TTA provider, quarterly financial reports, progress reports, performance metrics 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

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

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

## Application Checklist

### FY 21 National Sexual Assault Kit Initiative (SAKI)

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
- Select the correct Competition ID [insert if applicable]
- 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 up to \$2,500,000 each for Purpose Area 1, \$500,000 each for Purpose Area 2, and \$1,000,000 each for Purpose Areas 3 and 4.

*Eligibility Requirement:*

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

- State law enforcement agencies
- Units of local government
- Federally recognized Indian tribal governments
- Governmental non-law enforcement agencies acting as their fiscal agents
- Prosecutor's offices

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

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

- 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) (see [OJP Grant Application Resource Guide](#))
- SAK Inventory
- Letters of commitment (if applicable)

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

- Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov
- Intergovernmental Review [insert if applicable]
- Standard Applicant Information (SF-424 info from Grants.gov)
- Proposal Abstract
- Proposal Narrative
- Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov
- Standard Applicant Information (SF-424 information from Grants.gov)
- Documentation of Advancing DOJ Priorities (if applicable)
- Documentation of high-poverty areas or persistent-poverty counties (if applicable)

#### **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 [*insert if applicable, consult with OGC*]

#### **Additional Application Components**

- Unsubmitted SAK Inventory Certification (if applicable)
- Applicant Disclosure of SAK Testing Projects
- Timeline
- Position Descriptions and Résumés
- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))

#### **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](#))

*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