

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



National Sexual Assault Kit Initiative (SAKI) FY 2020 Competitive Grant Solicitation

CFDA #16.833

Grants.gov Solicitation Number: BJA-2020-17018

Solicitation Release Date: February 27, 2020

Application Deadline: 11:59 p.m. eastern time on April 27, 2020

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 supports 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. It provides guidance to applicants on how to prepare and submit applications for funding to OJP. 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.

Eligibility (Who may apply):

The following entities are eligible to apply for Purpose Areas 1, 2, 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 state-wide or county-wide SAKI grant held by another agency).

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

- Clearly justify the need for additional funding support and detail how additional funding will enhance or expand 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.

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). The applicant must be the entity that would have primary responsibility for carrying out the award, including administering the funding and managing the entire program. Under this solicitation, only one application by any particular applicant entity will be considered. An entity may, however, be proposed as a subrecipient (subgrantee) in more than one application. For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

The lead applicant must demonstrate the ability and commitment to establish and lead a multidisciplinary effort to successfully address the issues with unsubmitted SAKs in its jurisdiction. Under this solicitation, only one application by any particular applicant entity will be considered.

State or local crime laboratories may partner with the law enforcement agency or prosecutor's office that serves as the lead applicant but are not eligible to be lead applicants for this award.

Contact information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, at <https://www.grants.gov/web/grants/support.html>, or at support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must email the contact identified below **within 24 hours after the application deadline** to request approval to submit its application after the deadline. Additional information on reporting technical issues appears under "Experiencing Unforeseen Grants.gov Technical Issues" in the How To Apply (Grants.gov) section in the [OJP Grant Application Resource Guide](#).

For assistance with any unforeseen Grants.gov technical issues beyond an applicant's control that prevent it from submitting its application by the deadline, or any other requirement of this solicitation, contact the National Criminal Justice Reference Service (NCJRS) Response Center: toll-free at 800-851-3420; via TTY at 301-240-6310 (hearing impaired only); email grants@ncjrs.gov; fax to 301-240-5830; or web chat at <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>. The NCJRS Response Center hours of operation are 10:00 a.m. to 6:00 p.m. eastern time, Monday through Friday, and 10:00 a.m. to 8:00 p.m. eastern time on the solicitation close date.

Deadline Details

Applicants must register with Grants.gov at <https://www.grants.gov/web/grants/register.html> prior to submitting an application. All applications are due by 11:59 p.m. eastern time on April 27, 2020.

To be considered punctual, an application must be submitted by the application deadline using Grants.gov, and the applicant must have received a validation message from Grants.gov that indicates successful and timely submission. 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.

An applicant must use the **Add Attachment** button to attach a file to its application. Do not click the paperclip icon to attach files. This action will not attach the files to the application. After adding an attachment, select the **View Attachment** button to confirm you attached the correct file. To remove the file, select the **Delete Attachment** button.

OJP encourages all applicants to read this [Important Notice: Applying for Grants in Grants.gov](#).

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

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National Sexual Assault Kit Initiative (SAKI) CFDA #16.833

A. Program Description

Overview

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; and

(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.¹

Statutory Authority: FY20(BJA - Sexual Assault Kit Initiative) Pub. L. No. 116-93, 133 Stat 2317, 2408

Program-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.

¹ For more information on resources related to untested kits, see: <http://nij.gov/topics/forensics/evidence/dna/pages/welcome.aspx>.

- 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:

- 1. 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 state-wide and county-wide sites). This working group should comprise law enforcement personnel (including superior officers and officers that respond to and investigate sexual assault complaints), forensic medical personnel (including sexual assault forensic examiners), forensic laboratory personnel, prosecutors, victim advocates (both system and community-based), and victim treatment providers. **(Some jurisdictions may already have Sexual Assault Response Teams [SARTs] in place that could form the basis of the working group.)**
- 3. Designate a site coordinator** who will serve as the central point of contact for the SAKI team with the full support of the lead agency. This individual and the lead organization will be responsible for fostering and coordinating communication among the 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/>.

Effective in FY 2020, award recipients will also receive training regarding female genital mutilation (FGM) in the form of webinars, briefings, etc. Award recipients will need to ensure checklists are in place to act accordingly should a victim present with signs of FGM. To that end, the SAKI TTA provider will provide resources that encourage a nonjudgmental, trauma-informed, and victim-centered stance to encourage these individuals to report any sexual or interpersonal violence. Law enforcement and prosecution entities will also be provided with a brief and/or case law digest to include considerations or statutory complications that may arise from data collection related to FGM on Sexual Assault Nurse Examiner (SANE) reports.

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. 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 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).

Effective in FY 2020, 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>.

Goals, Objectives, and Deliverables

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: BJA-2020-17019

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* (<https://www.ncjrs.gov/pdffiles1/ovw/241903.pdf>). The group must also address potential trauma for victims when reopening historic sexual assault cases to prevent re-victimization. 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; for laboratory personnel overtime pay; for Y-STR testing to evaluate potential familial matches; or for 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 follow up for investigations and prosecutions that result from evidence related to testing SAKs. This may include the establishment of cold case or sexual assault investigation units and the hiring of specialized victim advocates or victim treatment providers to engage in victim-centered notification, communication, and support activities.
- **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.
- **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.
- **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/outsourcing of crime analysis. Crime analysis activities under this program must be performed for the primary purpose of suspect identification. For example, investigations may benefit when DNA profiles of persons with a single or serial 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; 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: BJA-2020-17020

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 state-wide or county-wide 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

Review the additional information on planning and a special withholding condition below.²

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 access³ 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.

² 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.

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: BJA-2020-17021

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 definition above on page 6). 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.³ Typically, eligible convicted offenders from whom DNA can

³ The focus of this program differs from the National Institute of Justice'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.

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, on what 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 the 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 those 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 time frame 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: BJA-2020-17022

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 follow up 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 to 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 [What an Application Should Include](#).

OJP Priority Areas

In FY 2020, and in addition to executing any statutory prioritization that may be applicable, OJP will give priority consideration to applications as follows:

- Applications that address specific challenges that rural communities face.
- Applications that demonstrate that the individuals who are intended to benefit from the requested grant reside in high-poverty areas or persistent-poverty counties.
- Applications that offer enhancements to public safety in economically distressed communities (Qualified Opportunity Zones).

To receive priority consideration under the rural priority, applicants must describe what makes the geographic service area rural (using U.S. Census or other appropriate government data; for assistance, applicants may wish to refer to <https://www.census.gov/programs-surveys/geography/guidance/geo-areas/urban-rural.html>), how isolated the area is from needed services, and how they will address specific challenges in rural communities.

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>).

To receive priority consideration under the Qualified Opportunity Zones priority, applicants must include information that specifies how the project will enhance public safety in the specified QOZs. For resources on QOZs, and for a current list of designated QOZs, see the U.S. Department of the Treasury’s resource webpage, accessible at <https://www.cdfifund.gov/pages/opportunity-zones.aspx>.

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

Applicants should note that 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 titled Information Regarding Potential Evaluation of Programs and Activities.

B. Federal Award Information

BJA expects to make:

- Up to 12 awards of up to \$2,500,000 each under Purpose Area 1
- Up to 4 awards of up to \$500,000 each for Purpose Area 2
- Up to 4 awards of up to \$1,000,000 each under Purpose Area 3
- Up to 8 awards of up to \$1,000,000 under Purpose Area 4

The total estimated amount awarded is up to \$44,000,000. BJA expects to make awards for a 3-year period of performance to begin on October 1, 2020.

As stated above, BJA does not anticipate funding projects under Purpose Areas 1 or 3 that propose allocating more than 50 percent of their grant funds to SAK and/or convicted persons’ DNA testing. However, BJA’s TTA provider will work with award recipients to attempt to secure additional nonBJA funding for the SAK testing component, if needed.

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

BJA may elect to fund applications submitted under this FY 2020 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

Type of Award

BJA expects to make awards under this solicitation as grants. See the Administrative, National Policy, and Other Legal Requirements section of the [OJP Grant Application Resource Guide](#) for additional information.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements⁴ as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [OJP Grant Application Resource Guide](#) for additional information.

Budget Information

Cost Sharing or Match Requirement

This solicitation does not require a match.

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

[Pre-agreement Costs \(also known as Pre-award Costs\)](#)

[Limitation on Use of Award Funds for Employee Compensation; Waiver](#)

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

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

C. Eligibility Information

For eligibility information, see title page.

For information on cost sharing or match requirements, see [Section B. Federal Award Information](#).

D. Application and Submission Information

What an Application Should Include

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: Program Abstract and Narrative, Budget Detail Worksheet and Budget Narrative, certification of and findings resulting from a completed unsubmitted SAK inventory, if applicable, and letters of commitment.

See the Application Elements and Formatting Instructions section of the [OJP Grant Application Resource Guide](#) for information on, among other things, what happens to an application that

⁴ 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.

does not contain all of the specified elements or that is nonresponsive to the scope of the solicitation.

1. Application for Federal Assistance (Standard Form (SF)-424)

The SF-424 is a required standard form used as a cover sheet for submission of preapplications, 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.")

2. Project Abstract

Include a project abstract that summarizes the proposed project in 400 words or fewer. Project abstracts should be:

- Written for a general public audience.
- Submitted as a separate attachment with "Project Abstract" as part of its file name.
- Single-spaced, using a standard 12-point Times New Roman font with 1-inch margins.
- Clearly state the SAK- and/or lawfully owed DNA-related issues in the jurisdiction; the need for funding; and a brief outline of the timeline and plan to resolve these issues. Identify the lead agency and any key partners. List names and positions of key staff, if known.

3. Program Narrative

The program narrative must respond to the review criteria in the order given. Applications are peer reviewed and scored on answers to the [review criteria](#).

The program narrative should be double-spaced, using standard 12-point Times New Roman font with 1-inch margins, and should not exceed 15 pages. Number pages "1 of 15," "2 of 15," etc. If the program narrative fails to comply with these length-related restrictions, BJA may negatively consider such noncompliance in peer review and in final award decisions.

The following sections should be included as part of the program narrative:

- a. Statement of the Problem
- b. Project Design and Implementation, including clearly identified goals and deliverables (refer to page 10).
- c. Capabilities and Competencies
- d. Plan for Collecting the Data Required for this Solicitation's Performance Measures

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the goals, objectives, and deliverables identified under "Goals, Objectives, and Deliverables" in [Section A. Program Description](#).

Applicants should visit OJP's performance measurement page at 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.

The application should demonstrate the applicant's understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data should it receive funding. The application should describe the applicant's plan for collection of all of the performance measures data.

Post award, recipients will be required to submit quarterly performance metrics through BJA's online Performance Measurement Tool (PMT), located at bjapmt.ojp.gov. **Applicants should review the complete list of BJA Sexual Assault Kit Initiative performance measures at:** https://bjapmt.ojp.gov/help/BJASAKIMeasures_508.pdf. Award recipients will only have to complete PMT questions that pertain to the activities funded under their SAKI Purpose Area.

Please note that applicants are **not** required to submit performance measure data with the application. Performance measures information is included as an alert that BJA will require successful applicants to submit performance data as part of their reporting requirements. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

Note on Project Evaluations

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

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

4. [Budget Information and Associated Documentation](#) in the "Budget Preparation and Submission Information" section.
5. [Indirect Cost Rate Agreement](#)
6. [Tribal Authorizing Resolution](#) (if applicable)
7. [Financial Management and System of Internal Controls Questionnaire \(including applicant disclosure of high-risk status\)](#)
8. [Disclosure of Lobbying Activities](#)
9. [Applicant Disclosure of Pending Applications](#)

10. [Applicant Disclosure and Justification – DOJ High Risk Grantees](#)⁵ (if applicable)

11. [Research and Evaluation Independence and Integrity](#)

12. [Disclosure of Process Related to Executive Compensation](#)

13. **Additional Attachments**

a. 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.

b. 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 (not required 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, or probation office, or 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.

c. 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 the National Institute of Justice [NIJ] 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 NIJ's DNA Capacity Enhancement and Backlog Reduction Program), and not duplicate other current grant-funded projects.

d. Timeline

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.

e. Position Descriptions and Résumés

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

f. Documentation of Rural Challenges (if applicable)

As is mentioned above, OJP will give priority consideration in award decisions to applications that address specific challenges that rural communities face. Each

⁵ 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.

applicant proposing to receive priority consideration under the rural priority should provide a sufficient narrative to include what makes the geographic service area rural (using U.S. Census or other appropriate government data), how isolated the area is from needed services, and how it will address specific challenges in rural communities.

g. 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 should 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.

h. Documentation of Enhanced Public Safety in Qualified Opportunity Zones (if applicable)

As is mentioned above, OJP will give priority consideration in award decisions to designated Qualified Opportunity Zones (QOZs). Each applicant proposing to receive priority consideration under the under the Qualified Opportunity Zones priority should provide a sufficient narrative explanation in order for OJP to identify clearly the public safety benefit the applicant anticipates that its project will have on a specified QOZ(s). The narrative and the list of affected QOZs (by census tract number) must be included as an attachment that is clearly labeled as addressing QOZs. The applicant may also include tables, charts, graphs, or other relevant illustrations that may be useful in comprehending the manner in which the proposed project is anticipated to benefit a QOZ(s).

How To Apply (Grants.gov)

Applicants must register in and submit applications through [Grants.gov](https://www.grants.gov), a primary source to find federal funding opportunities and apply for funding. Find information on how to apply in response to this solicitation in the [OJP Grant Application Resource Guide](#).

Registration and Submission Steps

Applicants will need the following identifying information when searching for the funding opportunity on Grants.gov.

- 1. CFDA#: 16.833**
- 2. Funding Opportunity #: BJA-2020-17018**
- 3. Correct Competition ID:**

Purpose Area 1, Comprehensive Approach to Unsubmitted Sexual Assault Kits: Competition ID: BJA-2020-17019

Purpose Area 2, SAKI for Small Agencies (including rural and tribal agencies): Competition ID: BJA-2020-17020

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: BJA-2020-17021

Purpose Area 4, Investigation and Prosecution of Cold Case Sexual Assaults: Competition ID: BJA-2020-17022

For information on each registration and submission step, see the [OJP Grant Application Resource Guide](#).

E. Application Review Information

Review Criteria

Applications that meet basic minimum requirements will be evaluated by peer reviewers using the following review criteria.

1. Statement of the Problem (15 percent)

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 percent)

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 case work; 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 outline 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 reoccurrence 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.
2. Timeline for performing census, collections, testing, and entry into to CODIS.
 3. 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.
 4. 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; 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 outline 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 percent)

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 goal, 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 goal, 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 goal, 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 percent)

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 percent)

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.⁶

⁶ Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

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

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

For Purpose Areas 1 and 2, provide an estimate of 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.

Review Process

OJP is committed to ensuring a fair and open process for making awards. BJA reviews an application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation requirements.

The following five paragraphs in this solicitation expressly modify the “Application Review Information” provisions in the OJP Grant Application Resource Guide. An applicant is to follow the guidance in these five paragraphs instead of the guidance stated under the “Application Review Information” heading in the Guide.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. For purposes of assessing whether an application meets basic minimum requirements and should proceed to further consideration, OJP screens applications for compliance with those requirements. 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

For a list of the application elements that **MUST** be included in the application submission in order for an application to meet the basic minimum requirements, see [“What an Application Should Include”](#) under Section D. Application and Submission Information.

Peer review panels will evaluate, score, and rate applications that meet basic minimum requirements. BJA may use internal peer reviewers, external peer reviewers, or a combination, to assess applications on technical merit using the solicitation’s review criteria. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ employee. An internal reviewer is a current DOJ employee who is well versed or has expertise

in the subject of this solicitation. Peer reviewers' ratings and any resulting recommendations are advisory only, although reviewer views are considered carefully.

Other important considerations for BJA include geographic diversity, strategic priorities (specifically including, but not limited to, those mentioned above relating to addressing specific challenges that rural communities face, high-poverty areas or persistent-poverty counties, demonstrable potential enhancement to public safety in one or more federally designated Qualified Opportunity Zones), as well as the extent to which the Budget Detail Worksheet and Budget Narrative accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

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 nonpublic 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, at its option, 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 recommendations, but also other factors as indicated in this section.

F. Federal Award Administration Information

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

[Federal Award Notices](#)

[Administrative, National Policy, and Other Legal Requirements](#)

OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application.

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](#)

General Information About [Post-federal Award Reporting Requirements](#)

In addition to the deliverables described in [Section A. Program Description](#), 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, quarterly performance metrics reports, *semi-annual* progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

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

G. Federal Awarding Agency Contact(s)

For OJP contact(s), see page 2.

For contact information for Grants.gov, see page 2.

H. Other Information

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

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

[Provide Feedback to OJP](#)

Appendix A: Application Checklist

FY 2020 National Sexual Assault Kit Initiative (SAKI)

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

What an Applicant Should 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 (see [OJP Grant Application Resource Guide](#))
- Select the correct Competition ID (see page 27)
- 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, and reporting available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](#) (see [OJP Grant Application Resource Guide](#))

After Application Submission, Receive Grants.gov Email Notifications That:

- (1) application has been received
- (2) application 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 NCJRS regarding technical difficulties (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 2020 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:

See [title page](#).

What an Application Should Include:

The following items are 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.

- Program Narrative (see page 24)
- Budget Detail Worksheet (including Budget Narrative) (see [OJP Grant Application Resource Guide](#))
- SAK Inventory (see pages 6, 7, 10, 26)
- Letters of commitment (if applicable) (see page 26)

- Application for Federal Assistance (SF-424) (see [OJP Grant Application Resource Guide](#))
- Project Abstract (see page 24)
- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
- Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))
- Disclosure of Lobbying Activities (SF-LLL) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Pending Applications (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
- Disclosure of Process related to Executive Compensation (see [OJP Grant Application Resource Guide](#))

Additional Attachments:

- Request and Justification for Employee Compensation; Waiver (if applicable)
(see [OJP Grant Application Resource Guide](#))
- Documentation of rural challenges (if applicable) (see page 26)
- Documentation of high-poverty areas or persistent poverty counties (if applicable) (see page 27)
- Documentation of enhanced public safety in federally designated Qualified Opportunity Zones (if applicable) (see page 27)