

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



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## **FY 2020 Sexual Assault Forensic Evidence – Inventory, Tracking, and Reporting (SAFE-ITR) Program**

### **FY 2020 Competitive Grant Solicitation**

**CFDA # 16.741**

**Grants.gov Solicitation Number:** BJA-2020-18439

**Solicitation Release Date:** April 16, 2020

**Application Deadline:** 11:59 p.m. eastern time on June 15, 2020

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

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants 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:

- States<sup>1</sup> and units of local government that collect, store, maintain, and/or send forensic DNA evidence to an existing and accredited crime laboratory that complies with the DNA Quality Assurance Standards and participates in the National DNA Index System (NDIS).<sup>2</sup>

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<sup>1</sup> For purposes of this announcement, the term "state" means a state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the United States Virgin Islands, American Samoa, Guam, and the Northern Mariana Islands. 34 U.S.C. § 40701(i).

<sup>2</sup> See <https://archives.fbi.gov/archives/about-us/lab/forensic-science-communications/fsc/july2000/quality-assurance-standards-for-forensic-dna-testing-laboratories> and <https://www.nij.gov/topics/law-enforcement/investigations/sexual-assault/Pages/untested-sexual-assault.aspx> for more information.

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](#).

### Contact information

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

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 BJA 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 other requirements of this solicitation, contact the National Criminal Justice Reference Service (NCJRS) Response Center: toll-free at 1-800-851-3420; via TTY at 301-240-6310 (hearing impaired only); email [grants@ncjrs.gov](mailto:grants@ncjrs.gov); fax to 301-240-5830; or web chat at <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>. The NCJRS Response Center operates from 10:00 a.m. until 6:00 p.m. eastern time, Monday through Friday, and from 10:00 a.m. until 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 June 15, 2020.

To be considered timely, 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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# FY 2020 Sexual Assault Forensic Evidence – Inventory, Tracking, and Reporting Program (SAFE-ITR)

## CFDA # 16.741

### A. Program Description

#### Overview

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

**Statutory Authority:** Any awards under this solicitation will be made under statutory authority provided by Consolidated Appropriations Act, 2020, Public Law 116-93, 133 Stat 2317, 2408, and section 3(a) of the Justice for All Reauthorization Act of 2016 (Public Law 114-324).

#### Program-specific Information

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

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

- **Task 1: Inventory**. The term "inventory" refers to a detailed and descriptive list of articles or items (for purposes of this solicitation, SAKs) containing information such as, but not limited to, item identifiers, quantity, and location of the item.
- **Task 2: Tracking**. The term "tracking" refers to the monitoring and accounting of SAKs through the course, or path, of their movement from collection through final disposition.
- **Task 3: Reporting**. The term "reporting" refers to the task of delivering a written report to the appropriate entity within the prescribed time period and with the applicable data provided. See page 7 for reporting requirements.

Funds may be requested for all three tasks, or, if an inventory has already been completed, for Tasks 2 and 3 only. For applicants funded under this program, upon completion of the inventory, whether completed using the federal grant funds from this program or other applicant funding sources, the applicant must submit a certification of inventory completion to BJA; see below for

additional information. Program narratives should address all three of the aforementioned tasks, even if funding is not requested for all tasks. For example, if an inventory has already been completed, the applicant should provide information regarding the results of the inventory. Applicants may design project plans (or strategies) to include concurrent tasks; however, the inventory task is a priority.

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

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

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

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

If an eligible applicant has completed an inventory of all SAKs in its possession, then the applicant must submit a certification from the applicant jurisdiction's chief law enforcement officer indicating the inventory is complete and accurate, and how many SAKs are currently (as of the date of the certification) in the applicant's possession. For an award that includes funds to complete Task 1 (inventory), this certification must be submitted prior to the initiation of any other tasks, as outlined in the application.

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

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

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

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

## **Task 2: Track movement of SAKs for a period not less than 12 months**

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

### **Tracking Requirements:**

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

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

- For each sample of sexual assault evidence in its possession, a unique numeric or alphanumeric identifier must be assigned.
- The applicant must identify the date(s) after which the state or unit of local government would be barred by an applicable statute(s) of limitations from prosecuting a perpetrator in the case to which the sample of sexual assault evidence relates.
- For SAKs not in the possession of the applicant at the initiation of the program, the applicant must incorporate them into the inventory, track them consistent with its required tracking protocol, and incorporate any associated SAK data into the required metrics listed under Task 3 by **not later than 60 days after receiving possession**.

### **Task 3: Reporting the tracking results**

Reporting requirements include reports to BJA as well as posting of required metrics every 60 days on the applicant's website. In addition to posting the required metrics (as detailed further below) on the applicant's website, the applicant must provide to BJA its 60-day report data in an electronic format—contemporaneously with the recipient's publication of such data on the applicant's own website.<sup>3</sup> BJA will use such data to update a DOJ website that publishes 60-day report information from all SAFE-ITR grantees. All 60-day reports captured by an applicant must also be included in the semi-annual progress reports submitted to BJA. During the 12-month period in which an applicant tracks SAKs in its possession (see [Task 2: Tracking](#)), the applicant must continue to report tracking data to BJA.

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

- a. The name of the state or unit of local government filing the report
- b. The period of dates covered by the report

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

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

#### **Exceptions from reporting**

Reporting is not required for SAKs that:

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

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

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

Prior to the launch of any website by the grantee, BJA's Office of the Chief Information Officer must review and approve the proposed website design. This review will ensure that, for all Covered Information Systems, the grantee shall comply with all security requirements, including



but not limited to the security policies issued by Office of Management & Budget (OMB), as well as requirements issued by DOJ, the Department of Homeland Security (DHS), the General Services Administration (GSA), and the Office of Personnel Management (OPM).

PII is defined as: "information which either—(1) Is labelled by name or other personal identifiers, or (2) Can, by virtue of sample size or other factors, be reasonably interpreted as referring to a particular private person." 28 C.F.R. § 22.2(e).<sup>4</sup>

### **Definitions for this solicitation**

**Sexual Assault Kit (SAK):** A set of items used by medical personnel for the preservation of physical evidence collected from a person, living or deceased, following an allegation or suspicion of sexual assault.

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

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

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

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

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

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

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

BJA suggests that all DNA analyses conducted during the tracking and reporting tasks of this program be performed by a laboratory (government-owned or fee-for-service) that is accredited and currently undergoes external audits not less than once every 2 years. These audits must demonstrate that the laboratory maintains compliance with the DNA Quality Assurance Standards established by the Director of the Federal Bureau of Investigation.

BJA also suggests that no profiles generated during the tracking portion of this program be entered into any nongovernmental DNA database. All DNA analyses conducted and profiles

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<sup>4</sup> Also see definitions of "personally identifiable information (PII)" and "protected personally identifiable information (protected PII)" in the Part 200 Uniform Requirements at 2 C.F.R. § 200.79 and 2 C.F.R. § 200.82.

generated during the tracking portion of this program must be maintained pursuant to all applicable federal privacy requirements, including those described in 34 U.S.C. § 12592(b)(3).

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

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

The objectives include:

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

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](#). Demonstration of progress in implementing the approved program goals is required periodically. This involves the reporting of numerical performance metrics (number of SAKs identified, etc.), which are the key deliverables reported semiannually and at the conclusion of the program. See [Appendix A: Performance Measures Table](#).

### **Evidence-based Programs or Practices**

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

## **B. Federal Award Information**

Maximum number of awards BJA expects to make	5 awards
Estimated maximum dollar amount for each award	\$1,000,000
Total amount anticipated to be awarded under this solicitation	up to \$4,750,000
Period of performance start date	October 1, 2020
Period of performance duration	up to 36 months

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 Requirements<sup>5</sup> as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See [OJP Grant Application Resource Guide](#) for additional information.

## **Budget Information**

Federal funds must be used to supplement existing state and local funds for program activities and must not supplant those funds that have been appropriated for the same purpose.

Permissible uses of funds provided under this program may include:

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

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

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

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

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

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

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

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

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<sup>5</sup> 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.

- Inventorying SAKs that may be in multiple facilities owned or operated by the applicant and its subrecipient(s).
- Meetings with agencies that have implemented SAK inventories, procedures for SAK tracking and testing, and AIT systems for the purpose of gaining insight to the applicant's own plan for SAK inventory and tracking.
- Professional meetings with workshops dedicated to SAK issues in the law enforcement and criminal justice communities.
- Professional meetings where the applicant will disseminate findings from this project.

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

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

### **Website hosting and maintenance**

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

### **Contracts**

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

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

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

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

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

This solicitation does not require a match. For information on cost sharing or match requirements, see the [OJP Grant Application Resource Guide](#).

**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 Narrative, Budget Detail Worksheet, and Budget Narrative.

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

### 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 pre-applications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

**Intergovernmental Review:** This solicitation (“funding opportunity”) is subject to [Executive Order 12372](#). An applicant may find the names and addresses of State Single Points of Contact (SPOCs) at the following website: [https://www.whitehouse.gov/wp-content/uploads/2020/01/spoc\\_1\\_16\\_2020.pdf](https://www.whitehouse.gov/wp-content/uploads/2020/01/spoc_1_16_2020.pdf). If the applicant’s State appears on the SPOC list, the applicant must contact the State SPOC to find out about, and comply with, the State’s process under E.O. 12372. In completing the SF-424, an applicant whose State appears on the SPOC list is to make the appropriate selection in response to question 19, once the applicant has complied with its State E.O. 12372 process. (An applicant whose State does not appear on the SPOC list should answer question 19 by selecting the response that the: “Program is subject to E.O. 12372, but has not been selected by the State for review.”).

### 2. Project Abstract

Include a project abstract that summarizes the proposed project in 400 words or less. 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.

As a separate attachment, the project abstract will not count against the page limit for the program narrative.

### 3. Program Narrative

The program narrative section of the application should not exceed 10 double-spaced pages in 12-point Times New Roman font with 1-inch margins. If included in the main body of the program narrative, tables, charts, figures, and other illustrations count toward the 10-page

limit for the narrative section. The project abstract, title page, table of contents and appendices do not count toward the 10-page limit.

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.

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

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

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

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

- a. Description of the Issue
- b. Project Design and Implementation – This section of the application narrative should include and/or address the following:
  1. The applicant's plan for how the inventory will be completed within the one-year timeframe required under the grant
  2. The applicant's good faith estimate of the number of SAKs in its possession awaiting testing at the time of application submission
  3. How the applicant agency will handle SAKs in its possession for which a statute(s) of limitations will expire
  4. How the agency will implement the tracking task of this solicitation
  5. How the agency will ensure that the reporting requirements are fulfilled on time (i.e., every 60 days)
- c. Capabilities and Competencies
- 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](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

Performance measures for this solicitation are listed in [Appendix A: Performance Measures Table](#). Award recipients will be required to provide the relevant data by submitting semi-annual performance metrics through the Grants Management System (GMS) located at <https://grants.ojp.usdoj.gov/gmsexternal/>.

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.

Please note that applicants are **not** required to submit performance data with the application. Performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

- e. Appendices (not counted against the 10-page program narrative limit) include:
- Curriculum vitae, résumés, or biographical sketches of key personnel.
  - A clear timeline of the project activities expected to be funded under this award as well as activities not funded under this award but crucial to project completion. The timeline should include expected milestones and should demonstrate adherence to the requirements of this solicitation.
  - Letters of cooperation/support or administrative agreements from organizations collaborating in the project (if applicable).

#### **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](#)<sup>6</sup> (if applicable)

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

12. **Additional Attachments**

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

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

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

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

**How To Apply (Grants.gov)**

Applicants must register in and submit applications through [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.

- CFDA #: 16.741, DNA Backlog Reduction Program
- Funding Opportunity Number: BJA-2020-18439

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

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<sup>6</sup> 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.



## E. Application Review Information

### Review Criteria

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

1. Description of the Issue (20 percent)
  - a. Statement of the problem as it pertains to the applicant agency and jurisdiction.
2. Project Design and Implementation (50 percent)
  - a. How the plan will allow the inventory to be completed in one year.
  - b. How the plan describes the protocol for handling SAKs in its possession for which a statute(s) of limitations will expire (including how cases with expiring statute(s) of limitations will be prioritized for testing).
  - c. How the plan will implement the tracking and reporting tasks of this solicitation.
  - d. How the plan will leverage existing resources.
3. Capabilities and Competencies (15 percent)
  - a. How the management plan and responsibilities for implementing the plan are solid and will withstand staffing changes.
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (15 percent)
  - a. How the plan will allow the applicant to accurately collect all metrics in this solicitation for [Task 3: Reporting](#).
  - b. How the plan will allow the applicant to report the collected metrics every 60 days on its website.
  - c. How the plan will allow the applicant to provide timely reporting of metrics to BJA under this program when reported on the website **and** in semi-annual progress reports.
5. Budget (unscored): complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should demonstrate generally how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.<sup>7</sup>

### Review Process

BJA reviews the application to make sure that the information presented is reasonable, understandable, measurable, achievable, and consistent with the solicitation. See the [OJP Grant Application Resource Guide](#) for information on the application review process for this solicitation.

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<sup>7</sup> 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.

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

**Important note on FAPIIS:** An applicant, 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, the Assistant Attorney General will make all final award decisions and 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](#)

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 quarterly financial 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 questions directed to the Federal Awarding Agency, see NCJRS contact information on 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: Performance Measures Table

Objective	Performance Measure(s)	Data Recipient Provides
Understand the number of SAKs that remain in possession of law enforcement agencies.	Number of SAKs identified	Number of SAKs identified in the inventory
	Number of deliverables that are completed on time  Number of deliverables that meet expectations.	Provide inventory certification (if applicable)
To track and report on movement of SAKs through the criminal justice system.	Number of deliverables that are completed on time  Number of deliverables that meet expectations	Number of deliverables that meet expectations, where applicable, to include: <ul style="list-style-type: none"> <li>•Deployment of an automated information system</li> <li>•Commencement and completion of inventory</li> <li>•Commencement of tracking and reporting on SAK movement</li> </ul>
	Development of a public website to report metrics as listed in <a href="#">Task 3: Reporting</a>	Development of a public website to report metrics as listed in <a href="#">Task 3: Reporting</a>
	Maintain website that reports metrics	Maintain the public website to report metrics as listed in <a href="#">Task 3: Reporting</a>
	Number of reports submitted on time	Number of reports posted publicly on the website developed for <a href="#">Task 3: Reporting</a>

### **Appendix B: Certification Template**

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

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

FY 2020 Sexual Assault Forensic Evidence – Inventory, Tracking, and Reporting Program  
(SAFE-ITR)

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

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

I acknowledge that a false statement in this certification or in the grant application that it supports may be the subject of criminal prosecution, including under 18 U.S.C. § 1001 and 34 U.S.C. § 10272. I also acknowledge that Office of Justice Programs grants, including certifications provided in connection with such grants, are subject to review by the Office of Justice Programs and/or by the Department of Justice's Office of the Inspector General.

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

I, \_\_\_\_\_, chief law enforcement officer of the applicant,  
(name)  
attest that as of \_\_\_\_\_, \_\_\_\_\_  
(date) (applicant)

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

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

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

\_\_\_\_\_  
Title of Certifying Official

\_\_\_\_\_  
Name of Applicant (State or Unit of Local government)

\_\_\_\_\_  
Date

## Appendix C: Application Checklist

### FY 2020 Sexual Assault Forensic Evidence – Inventory, Tracking, and Reporting Program (SAFE-ITR)

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](#))
- 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 experiencing 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 of \$1,000,000.

**Eligibility Requirement:**

Eligible applicants are states and units of local government that collect, store, maintain, and/or send forensic DNA evidence to an existing and accredited crime laboratory that complies with the DNA Quality Assurance Standards and participates in the National DNA Index System.

**What an Application Should Include:**

The following items are critical application elements required to pass Basic Minimum Requirements review. An application that OJP determines does not include the application elements that must be included in the application submission in order for the application to meet the basic minimum requirements, will neither proceed to peer review, nor receive further consideration.

- Program Narrative (see page 13)
- Budget Detail Worksheet (including Budget Narrative) (see [OJP Grant Application Resource Guide](#))
- Application for Federal Assistance (SF-424) (see [OJP Grant Application Resource Guide](#))
- Intergovernmental Review (see page 13)
- Project Abstract (see page 13)
- 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](#))

**Additional Attachments:**

- Completed inventory certification if an applicant is proposing to begin on Task 2: Tracking (see pages 6, 21)
- Potential Environmental Impact Coversheet and Checklist (see page 16)
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))