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

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) is seeking applications for funding to support national training and technical assistance for jurisdictions engaged in comprehensive sexual assault response reform related to the issue of unsubmitted sexual assault kits. This program furthers the Department's mission by improving state and local jurisdictions response to violent crime and improving the functioning of the criminal justice system.

The Sexual Assault Kit Initiative: National Training and Technical Assistance FY 2015 Competitive Grant Announcement

Eligibility

Eligible applicants are for-profit organizations, nonprofit organizations (including tribal nonprofit or for-profit organizations), faith-based and community organizations, institutions of higher education (including tribal institutions of higher education), and consortiums with demonstrated experience providing national and local-level training and technical assistance. For-profit organizations must agree to waive any profit or fees for services.

BJA welcomes applications that involve two or more entities; however, one eligible entity must be the applicant and the others must be proposed as subrecipients. The applicant must be the entity with primary responsibility for administering the funding and managing the entire program. Only one application per lead applicant will be considered; however, subrecipients may be part of multiple proposals

BJA may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on the merit of the applications and on the availability of appropriations.

For additional eligibility information, see Section C. Eligibility Information.

Deadline

Applicants must register with Grants.gov prior to submitting an application. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on May 7, 2015.

All applicants are encouraged to read this **Important Notice: Applying for Grants in Grants.gov.**

For additional information, see How to Apply in Section D. Application and Submission Information.

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via e-mail to support@grants.gov. The Grants.gov Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the BJA contact identified below **within 24 hours after the application deadline** and request approval to submit their application. Additional information on reporting technical issues is found under "Experiencing Unforeseen Grants.gov Technical Issues" in the How to Apply section.

For assistance with any other requirement 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 responsecenter@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.

Grants.gov number assigned to this announcement: BJA-2015-4116

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The Sexual Assault Kit Initiative: National Training and Technical Assistance (CFDA #16.833)

A. Program Description

Overview

The Sexual Assault Kit Initiative (SAKI), administered by BJA, provides funding through a competitive grant program to support multidisciplinary community response teams engaged in the comprehensive reform of jurisdictions' approaches to sexual assault cases resulting from evidence found in previously unsubmitted sexual assault kits (SAKs). Unsubmitted kits (those in in police custody or other evidence storage locations that have never been submitted to a crime laboratory for testing) and untested kits (those that have been submitted to crime labs but are delayed for testing (e.g., as a result of a backlog of work in the laboratory) are separate and distinct issues. **The focus of this effort is on those unsubmitted kits that have never been submitted to a crime laboratory.**

The goal of SAKI is the creation of a coordinated community response that ensures just resolution to these cases whenever possible through a comprehensive and victim-centered approach, as well as to build jurisdictions' capacity to prevent high numbers of unsubmitted SAKs in the future. This program provides jurisdictions with resources to address their unsubmitted SAK issue, including support to inventory, test, and track SAKs; create and report performance metrics; access necessary training to increase effectiveness in addressing the complex issues associated with these cases and engage in multidisciplinary policy development, implementation and coordination; and improve practices related to investigation, prosecution, and victim engagement, advocacy, and support in connection with evidence and cases resulting from the testing process.

Research supported by the National Institute of Justice (NIJ) on unsubmitted SAKs at pilot sites in Detroit, Michigan and Houston, Texas has confirmed the value of testing unsubmitted sexual assault kits in solving sexual assault cases.[1] It has also highlighted the complexity of the issue. Unsubmitted SAKs in the custody of law enforcement agencies can be attributed to a wide range of factors, including poor evidence tracking, outdated and ineffective investigation practices, misunderstanding of crime lab case acceptance policies, and lack of understanding among law enforcement about the value of testing kits in various types of cases.[2, 3] This recent research identified the need for more trained investigative and prosecutorial resources to deal with the increased number of investigations and prosecutions resulting from testing a high number of previously unsubmitted SAKs, as well as the importance of linking victims to needed services. Thus, the critical needs around this issue extend well beyond testing kits and

[1] Comprehensive findings from these studies are forthcoming. For additional information about the Detroit and Houston SAK action research pilot sites, please see the additional information resources listed on page 9 of this solicitation.

[2] Strom, Kevin J., Jeri Ropero-Miller, Shelton Jones, Nathan Sikes, Mark Pope and Nicole Horstmann, The 2007 Survey of Law Enforcement Forensic Evidence Processing (pdf, 81 pages), Final Report, Washington, DC: U.S. Department of Justice, National Institute of Justice, September 2009, 228415.

[3] Harvard Kennedy School Webinar: Taking on the Challenge of Unsubmitted Sexual Assault Kits, October 31, 2014.

increasing crime lab capacity; this program also addresses the investigative and prosecutorial aspects of sexual assault cases resulting from the testing and enhancing provision of victim services.

There is currently no reliable estimate for the number of unsubmitted kits in the custody of law enforcement agencies nationwide. As noted in a 2011 NIJ Special Report, the problem in assessing the scope is complicated by the fact that some police departments may have deficient evidence tracking, storage, and retention policies, protocols, and facilities.[4] Furthermore, unsubmitted SAKs may be located in places other than police evidence rooms, including hospitals, clinics, rape crisis centers, and unofficial evidence retention locations.

In addition, many law enforcement agencies lack electronic systems to track evidence and encounter data sharing obstacles to exchanging information about DNA "hits" among police, prosecutors, and crime labs in a seamless and real-time basis. It is important to not only support grant sites directly to meet these challenges while reducing the number of unsubmitted SAKs, but also to provide training and technical assistance (TTA) to jurisdictions grappling with this issue to achieve the long term goals of improving our national response to sexual assault.

This competitive grant announcement specifically requests applications for one national TTA provider t*o* support and build capacity in the field and among those jurisdictions selected to receive SAKI funding and other jurisdictions facing similar conditions. This grant announcement **does not** solicit applications from individual jurisdictions to fund local SAKI projects.

This initiative is funded by the Department of Justice Appropriations Act, 2015 (P.L. 113-235).

Program-Specific Information
The purpose of this announcement is to select one TTA provider to deliver, nationwide, a wide range of TTA services to SAKI grantees; however, given the complexity and diversity of the tasks applicants are strongly urged to partner with other relevant providers. These services include, but are not limited to, training sessions and educational sessions developed and conducted by relevant subject-matter experts (SMEs), onsite or remote guidance on SAK-related issues including inventory, testing, and tracking of SAKs; creation and reporting of performance metrics; gaining access to necessary training to increase effectiveness in addressing the complex issues associated with these cases; and engaging in multidisciplinary coordination, investigation, prosecution, and victim advocacy, engagement, and support in connection with evidence and cases resulting from the testing process.

SAKI site-based grantees will leverage the TTA to plan and implement strategies to inventory, test, and track unsubmitted SAKs; launch coordinated community based sexual assault response reforms;; and engage relevant community stakeholders in the reform process. The national TTA provider will leverage existing TTA resources available through OJP[5] and DOJ's Office on Violence Against Women (OVW) in addition to creating tailored TTA tools to fill existing resource gaps. It is anticipated that BJA will be making competitive awards (through a separate solicitation) to approximately 12 local jurisdictions in FY 2015 to become SAKI sites. Additional site based awards may be made in the future, dependent on the availability of appropriations.

[4] Ritter, Nancy. (2011) The Road Ahead: Unanalyzed Evidence in Sexual Assault Cases. Washington, DC: U.S. Department of Justice, Office of Justice Programs, National Institute of Justice.
[5] Such TTA resources include the Office for Victims of Crime's Training and Technical Assistance Center (TTAC), as well as TTA resources housed within NIJ.

The SAKI National TTA Program will provide direct assistance to jurisdictions that receive funding through the SAKI program and will provide targeted TTA in support of their initiatives as well as other jurisdictions engaged in reform efforts as resources allow. Given the complex, multidisciplinary nature of the TTA required to support SAKI projects (i.e., subject-matter expertise that includes the fields of health care, forensic science, policing, prosecution, and victim services), applicants are encouraged to establish formalized partnerships or consortia with one or more qualified expert organization(s) in support of a comprehensive TTA program. Such partnerships should provide ready access to high quality TTA in all areas covered by this solicitation and the SAKI program.

Goals, Objectives, and Deliverables
The goal of the SAKI TTA Program is to support the needs of local SAKI sites and, as resources allow, other jurisdictions engaged in community based sexual assault reform.

The objectives of SAKI TTA are to:

- Assist SAKI sites in implementing evidence-based activities in their efforts to address existing challenges related to unsubmitted SAKs and sexual assault response reform.[6]
- Engage proactively with SAKI grantees to monitor progress toward achieving programmatic goals, address challenges, and identify solutions.
- Communicate regularly with BJA to assess the impact of TTA services on SAKI program goals and individual site progress.
- Provide TTA to other jurisdictions interested in improving their response to sexual assault through evidence-based practices.
- In collaboration with ongoing efforts underway at OJP and stakeholder organizations, assist in the development, implementation, and dissemination of best practices, policies, and protocols for addressing systemic failures that lead to large numbers of untested kits and preventing those failures from reoccurring in the future.

Specifically, applicants should address how they will provide the following deliverables:

- Provide ongoing TTA (both remote and onsite) to the SAKI site-based grantees throughout the duration of their BJA grant awards, and as resources allow, provide SAKI TTA to non-grantee jurisdictions when requested. Examples of TTA include, but are not limited to, assisting with project implementation challenges, facilitating partnerships with relevant stakeholders, sustainment planning, and assisting with any other issue that may hinder a site's progress or sustainment of activities beyond the life of the grant. Specifically, BJA seeks a national TTA provider to make available:
    - Instruction for law enforcement personnel regarding the benefits and use of forensic evidence, including protocols for sending cases to the lab for analysis and receiving and handling the forensic evidence results.
    - Training for law enforcement, first responders, victim advocates, and other relevant stakeholders in relation to sexual assault evidence collection, DNA technology,

[6] BJA expects to award funding to approximately 12 sites in FY 2015, with the possibility of additional sites receiving awards in the future based on available appropriations. The TTA provider will be expected to provide assistance to all SAKI sites regardless of fiscal year in which the awards are made.

victimization and trauma response, and other related topics to improve the quality and outcomes of sexual assault investigations, prosecutions, and victim experiences.
  - Training to improve investigative and prosecutorial practices when forensic sexual assault evidence is available.
  - Training to optimize victim notification protocols and techniques as well as follow-up support for victims.
  - Technical assistance to identify challenges related to outsourcing, technical review of data and CODIS uploads of results produced by private labs, current in-house standard operating procedures that contribute to deficiencies in the DNA screening and testing process, and to identify solutions to promote greater efficiency. Such assistance should include support for public labs' implementation of sustainable automated and streamlined SAK processing procedures to ensure long-term capacity and efficiency.
  - Technical assistance to identify additional funding resources that can be leveraged to further reduce or eliminate the number of untested SAKs in a jurisdiction.
  - TTA to enable or enhance the SAK inventory, testing, tracking, and case management processes, to include technical assistance in accessing and implementing evidence tracking and case management technology.
  - Technical assistance to establish specialized cold case or sexual assault investigation units, or response teams, focused on the coordinated community response to unsubmitted SAKs and the investigations resulting from increased testing.
  - Model protocols, policies, and Memorandum of Understanding (MOU) templates that assist sites in establishing and sustaining effective management structures and partnerships in support of their SAKI project, and proactive dissemination such model guidance among grantees, other stakeholders, and the criminal justice field at large.

- Recruit, maintain, and use a cadre of SMEs to assist agencies with technical assistance needs; schedule and organize training venues; market trainings and recruit participants; administer and oversee implementation of the trainings; and coordinate TTA and SME activities with BJA's National Training and Technical Assistance Center (NTTAC) and other TTA resources housed within OJP and OVW.

- Formally partner with organizations as needed whose expertise and experience can best meet grant recipients' needs when said expertise is not present within the primary TTA provider's organization.

- Ensure SAKI grant recipient (and, as resources allow, other jurisdictions') accountability and transparency as it relates to sexual assault response, evidence collection, and analysis by providing guidance on how to properly account for the number of SAKs that remain in their possession; track the processing of SAKs through the criminal justice system; and produce best practices and model policies for inventorying, tracking, and maintaining accountability for SAKs.

- Develop uniform TTA request and response protocols for all active SAKI grantees as well as non-grantee agencies seeking assistance. Provide education and proactive, comprehensive, user-friendly TTA via teleconferencing, peer-to-peer consultations, onsite assistance, web-based assistance, and follow-up TTA as required by phone and/or e-mail.

- Assist BJA with ongoing assessment of SAKI site progress by holding monthly calls with grantee agencies; assisting them with the development, validation, and submission of performance metrics to BJA; and producing reports outlining SAKI site progress and results.

- Assign at least one SME liaison to each SAKI grantee to monitor and report on the TTA needs, including a summary of the findings for the grantee and recommended next steps to improve program performance. The awarded applicant must provide follow-up information regarding the grantee implementation of the recommendations that were provided.

- Design and support a web site which houses model policies, protocols, research, publications, best practices, training materials, and other relevant web-based resources. The web site should serve as a one-stop-shop for information on SAK collection, storage, inventory, testing, tracking, and best practices in terms of investigation, prosecution, victim advocacy, victim notification and support, and related topics as agreed to by the provider and BJA.

- Develop publications and a comprehensive resource kit for jurisdictions interested in implementing evidence-based activities to inventory and reduce the number of unsubmitted SAKs in their possession, and engage in comprehensive community-based sexual assault response reform. These information resources must identify common obstacles and lessons learned by sites in this process, provide guidance to overcoming such challenges to comprehensive reform, and be actively disseminated among SAKI sites and (as resources allow) other jurisdictions as requested. Specific information may include, but is not limited to:

    - Primary reasons for untested SAKs at the sites
    - Information about the criminal behavior of sexual assault perpetrators indicated by testing results from sites
    - Cost estimates for SAKI activities based on experiences of the sites
    - Types of protocols previously absent and subsequently developed through the initiative
    - Model legislation developed to remedy statute of limitations and other legal barriers
    - The SAK testing and follow-up investigation process, including case outcomes
    - Model approaches to victim notification, advocacy, and engagement in cases involving previously unsubmitted SAKs

- Assist BJA in conducting national and/or regional meetings or other educational sessions for existing grantees and other agencies during the 36-month project period, and attend national meetings, conferences, and other events to highlight the initiative and disseminate available resources.

- Review site inventory results and certifications, and provide assistance to BJA and SAKI sites as needed in relation to the SAK inventory and certification process.

- Provide guidance on addressing statute of limitations issues; testing protocols; investigation practices; policies and procedures related to previously closed cases that are subsequently reopened as a result of new evidence obtained through the SAK testing process; and other issues as required by BJA and SAKI sites.

- Provide in-depth and ongoing analysis of data related to SAKI grantee performance measures and programmatic activity that provides information on the initiative's strengths and weaknesses, changes in policies and protocols, and resulting effect on practice; identified perpetrators; patterns of serial sexual offenses; victim participation; and other elements as required by BJA. The awarded applicant will also be expected to use data

submitted by SAKI sites to assist them in tracking the progress and outcomes of their project efforts.

The TTA provider also will be required to participate in BJA's GrantStat for specified grantees. Through GrantStat, BJA management and staff examine the performance of the grant programs funded by BJA by tracking grantee or program performance along several key indicators. GrantStat calls for the collection and analysis of performance data and other relevant grant-level information that enables BJA as well as our partners to be held accountable for the grantees and programs performance as measured against the program's goals and objectives

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. OJP is committed to:

- Improving the quantity and quality of evidence OJP generates
- Integrating evidence into program, practice, and policy decisions within OJP and the field
- Improving the translation of evidence into practice

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. The OJP CrimeSolutions.gov web site is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

Applicants may want to consult the following resources when preparing their application regarding evidence-based approaches to sexual assault forensic testing issues and community based sexual assault reform:

- *Why Were So Many Sexual Assault Kits Not Tested in Detroit?*
- *Detroit Sexual Assault Kit Action Research Project*
- *Houston Sexual Assault Kit Research Website*
- *A National Protocol for Sexual Assault Medical Forensic Examinations: Adults/Adolescents*
- *New Orleans Sexual Assault Evidence Project: Results and Recommendations*
- *Los Angeles Sexual Assault Kit Study*
- *Social Science Research on Forensic Science Topical Working Group Meeting Washington, DC, January 23–24, 2013*
- *Summary of the Proceedings on Eliminating the Rape Kit Backlog: A Roundtable to Explore a Victim-Centered Approach held May 11-12, 2010*

B. Federal Award Information

BJA estimates that it will make up to one award up to $6 million for a 36-month project period project period, beginning on October 1, 2015.

BJA may, in certain cases, provide supplemental funding in future years to awards under this solicitation. Important considerations in decisions regarding supplemental funding include, among other factors, the availability of funding, strategic priorities, assessment of the quality of the management of the award (for example, timeliness and quality of progress reports), and assessment of the progress of the work funded under the award.

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[7]
BJA expects that it will make any award from this solicitation in the form of a cooperative agreement, which is a particular type of grant used if BJA expects to have ongoing substantial involvement in award activities. Substantial involvement includes direct oversight and involvement with the grantee organization in implementation of the grant, but does not involve day-to-day project management. See Administrative, National Policy, and other Legal Requirements, under Section F. Federal Award Administration Information, for details regarding the federal involvement anticipated under an award from this solicitation.

Financial Management and System of Internal Controls
If selected for funding, the award recipient must:

(a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the non-federal entity is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States and the "Internal Control Integrated Framework", issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

(b) Comply with federal statutes, regulations, and the terms and conditions of the federal awards.

(c) Evaluate and monitor the non-federal entity's compliance with statute, regulations and the terms and conditions of federal awards.

(d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.

(e) Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency or pass-through entity designates as

[7] *See generally* 31 U.S.C. §§ 6301-6305 (defines and describes various forms of federal assistance relationships, including grants and cooperative agreements (a type of grant)).

sensitive or the non-federal entity considers sensitive consistent with applicable federal, state and local laws regarding privacy and obligations of confidentiality.

In order to better understand administrative requirements and cost principles, award applicants are encouraged to enroll, at no charge, in the Department of Justice Grants Financial Management Online Training available here.

Budget Information

Cost Sharing or Match Requirement
This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

Pre-Agreement Cost Approvals
OJP does not typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. If approved, pre-agreement costs could be paid from grant funds consistent with a grantee's approved budget, and under applicable cost standards. However, all such costs prior to award and prior to approval of the costs are incurred at the sole risk of an applicant. Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs. Should there be extenuating circumstances that appear to be appropriate for OJP's consideration as pre-agreement costs, the applicant should contact the point of contact listed on the title page of this announcement for details on the requirements for submitting a written request for approval. See the section on Costs Requiring Prior Approval in the Financial Guide, for more information.

Limitation on Use of Award Funds for Employee Compensation; Waiver
With respect to any award of more than $250,000 made under this solicitation, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year.[8] The 2015 salary table for SES employees is available on the Office of Personnel Management web site. Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting a waiver should include a detailed justification in the budget narrative of the application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit the budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the

[8] This limitation on use of award funds does not apply to the non-profit organizations specifically named at Appendix VIII to 2 C.F.R. part 200.

individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work to be done.

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs
OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully – before submitting an application – the OJP policy and guidance on conference approval, planning, and reporting available at www.ojp.gov/financialguide/PostawardRequirements/chapter15page1.htm. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most such costs for cooperative agreement recipients and of some such costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

Costs Associated with Language Assistance (if applicable)
If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section under "Solicitation Requirements" in the OJP Funding Resource Center.

C. Eligibility Information

For additional eligibility information, see Title page.

Cost Sharing or Match Requirement
For additional information on cost sharing and match requirement, see Section B. Federal Award Information.

Limit on Number of Application Submissions
If an applicant submits multiple versions of the same application, BJA will review only the most recent system-validated version submitted. For more information on system-validated versions, see How to Apply.

D. Application and Submission Information

What an Application Should Include
Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, or that do not include the application elements that BJA has designated to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, BJA designated the following application elements as

critical: Program Narrative, Budget Detail Worksheet, and Budget Narrative. Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one budget document, it must contain **both** narrative and detail information. Please review the "Note on File Names and File Types" under How to Apply to be sure applications are submitted in permitted formats.

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. Also, OJP recommends that applicants include resumes in a single file.

1. **Information to Complete the Application for Federal Assistance (SF-424)**
   The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and OJP's Grants Management System (GMS) take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable).

   Intergovernmental Review: This funding opportunity (program) **is not** subject to Executive Order 12372. (In completing the SF-424, applicants are to make the appropriate selection in response to question 19 to indicate that the "Program is not covered by E.O. 12372.")

2. **Project Abstract**
   Applications should include a high-quality 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 font (Times New Roman) with 1-inch margins

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

   All project abstracts should follow the detailed template available at ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf.

   Permission to Share Project Abstract with the Public: It is unlikely that BJA will be able to fund all promising applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding promising but unfunded applications, for example, through a listing on a webpage available to the public. The intent of this public posting would be to allow other possible funders to become aware of such proposals.

   In the project abstract template, applicants are asked to indicate whether they give OJP permission to share their project abstract (including contact information) with the public. Granting (or failing to grant) this permission will not affect OJP's funding decisions, and, if the application is not funded, granting permission will not guarantee that abstract information will be shared, nor will it guarantee funding from any other source.

Note: OJP may choose not to list a project that otherwise would have been included in a listing of promising but unfunded applications, should the abstract fail to meet the format and content requirements noted above and outlined in the project abstract template.

3. Program Narrative

The program narrative must respond to the Selection Criteria in the order given. Applications are peer reviewed and scored on answers to the Selection Criteria. The program narrative should be double-spaced, using standard 12-point font (Times New Roman is preferred) 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 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

c. Capabilities and Competencies

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

To assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111–352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. OJP will require any award recipient, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. Post award, recipients will be required to submit performance metric data quarterly through BJA's online Training and Technical Assistance Reporting Portal located at www.bjatraining.org**.**

Below are some sample performance measures:

Objectives	Performance Measure	Data Grantee Provides
Provision of training to effectively reduce the number of untested and unsubmitted SAKs in a jurisdiction's custody and improve the quality of sexual assault investigations, prosecutions, and victims support by training investigators and prosecutors on topics related to forensics, victim engagement and response, investigation and prosecution best practices.	Number of trainings conducted Number of participants who attend the training Percentage of participants who successfully completed the training Percentage of participants who rated the training as satisfactory or better	For the current reporting period: Number of trainings (by type): • In-person • Web-based • CD/DVD • Peer-to-peer • Workshop Number of individuals who: • Attended the training (in-person) or started the training (web-based) • Completed the training • Completed an evaluation at the conclusion of the training • Completed an evaluation and rated the training as satisfactory or better • Completed the post-test with an improved score over their pre-test

	Percentage of participants trained and subsequently demonstrated performance improvement Percentage of scholarship recipients surveyed who reported that the training provided information that could be utilized in their job Number of curricula developed Number of curricula that were pilot tested Percentage of curricula that were revised after pilot testing	For the current reporting period, number of individuals who: • Received a scholarship • Completed the training • Completed a survey at the conclusion of the training • Reported the training provided information that could be utilized in their job Number of training curricula: • Developed • Pilot tested • Revised after being pilot tested
Provision of technical assistance to SAKI grantees and other jurisdictions to reduce the number of unsubmitted and untested SAKs in their possession and facilitate comprehensive sexual assault response reform.	Percentage of requesting agencies who rated services as satisfactory or better Percentage of requesting agencies that were planning to implement one or more recommendations	For the current reporting period: • Number of onsite visits completed • Number of reports submitted to requesting agencies after onsite visits • Number of requesting agencies who completed an evaluation of services • Number of agencies who rated the services a satisfactory or better a) in terms of timeliness b) quality • Number of follow-ups with requesting agencies completed 6 months after onsite visit • Number of agencies that were planning to implement at least one or more recommendations 6 months after the onsite visit
Facilitate peer to peer exchanges to assist SAKI grantees and other jurisdictions in implementing best practices in SAK testing and sexual assault response reform.	Percentage of peer visitors who reported that the visit to the other agency was useful in providing information on policies or practices Percentage of peer visitors that were planning to implement one or more policies or practices 6 months after they were observed at the visited site Percentage of requesting agencies of other onsite services who rated the services provided as satisfactory or better	• Number of peer-to-peer visits completed • Number of peer visitors who completed an evaluation • Number of peer visitors who reported that the visit was useful in providing information on policies or practices • Number of follow-ups with the requesting peer visitor completed 6 months after the peer-to-peer visit • Number of peer visitors who were planning to implement at least one or more recommendations 6 months after the onsite visit • Number of other onsite services provided • Number of requesting agencies who completed an evaluation of other onsite services • Number of agencies who rated the services a satisfactory or better

Increase information provided to BJA and the criminal justice community.	Number of conferences or advisory/focus groups held Percentage of advisory/focus groups evaluated as satisfactory or better Number of publications developed Number of publications disseminated Percent of web sites developed and maintained Percent increase in the number of visits to web sites Percentage of information requests responded to	For the current reporting period: • Number of conferences or advisory/focus groups held • Number of conference or advisory/focus group attendees who completed an evaluation • Number of conference or advisory/focus group attendees who rated the advisory/focus group as satisfactory or better • Number of publications/resources developed • Number of publications/ resources disseminated • Number of web sites developed • Number of web sites maintained • Number of visits to web sites during the current reporting period • Number of visits to web sites during the previous reporting period • Number of information requests • Number of information requests responded to

BJA does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that BJA will require successful applicants to submit specific 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

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute "research" for purposes of applicable DOJ human subjects protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP's performance measure data reporting requirements likely do not constitute "research." Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as, "a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge" 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the "Research and the Protection of Human Subjects" section of the OJP Funding Resource Center web page (ojp.gov/funding/Explore/SolicitationRequirements/EvidenceResearchEvaluationRequirements.htm). Applicants whose proposals may involve a research or statistical component also should review the "Data Privacy and Confidentiality Requirements" section on that web page.

4. Budget Detail Worksheet and Budget Narrative

a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf. Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet.

For questions pertaining to budget and examples of allowable and unallowable costs, see the Financial Guide at www.ojp.gov/financialguide/index.htm.

b. Budget Narrative

Applicants should budget for hosting three 2-day SAKI grantee meetings during the 36-month period. The meetings may be held in Washington, DC area or other regions of the country.

The budget narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of grant expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

c. Non-Competitive Procurement Contracts In Excess of Simplified Acquisition Threshold

If an applicant proposes to make one or more non-competitive procurements of products or services, where the non-competitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently set at $150,000, the application should address the considerations outlined in the Financial Guide.

d. Pre-Agreement Cost Approvals

For information on pre-agreement costs, see Section B. Federal Award Information.

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a current federally approved indirect cost rate. (This requirement does not apply to units of local government.) Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not

have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. For the definition of Cognizant Federal Agency, see the "Glossary of Terms" in the Financial Guide. For assistance with identifying your cognizant agency, please contact the Customer Service Center at 1-800-458-0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf.

6. Tribal Authorizing Resolution (if applicable)

Tribes, tribal organizations, or third parties proposing to provide direct services or assistance to residents on tribal lands should include in their applications a resolution, a letter, affidavit, or other documentation, as appropriate, that certifies that the applicant has the legal authority from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for a grant on behalf of a tribe or multiple specific tribes, the application should include appropriate legal documentation, as described above, from all tribes that would receive services or assistance under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without an authorizing resolution or comparable legal documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

7. Applicant Disclosure of High Risk Status

Applicants are to disclose whether they are currently designated high risk by another federal grant making agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another federal grant making agency, you must email the following information to OJPComplianceReporting@usdoj.gov at the time of application submission:

- The federal agency that currently designated the applicant as high risk
- Date the applicant was designated high risk
- The high risk point of contact name, phone number, and email address, from that federal agency
- Reasons for the high risk status

OJP seeks this information to ensure appropriate federal oversight of any grant award. Unlike the Excluded Parties List, this high risk information does not disqualify any organization from receiving an OJP award. However, additional grant oversight may be included, if necessary, in award documentation.

8. Additional Attachments

a. Timeline

Include a comprehensive timeline that identifies milestones, numerically listed deliverables, and who is responsible for each activity (provide title and agency)

b. Position Descriptions and Resumes

Include position descriptions and resumes for key project personnel, if known.

c. Applicant Disclosure of Pending Applications

Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to state agencies that will subaward federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- The federal or state funding agency
- The solicitation name/project name
- The point of contact information at the applicable funding agency

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/E-mail for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
HHS/ Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

SAMPLE

Applicants should include the table as a separate attachment, with the file name "Disclosure of Pending Applications," to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., "[Applicant Name on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.").

d. Research and Evaluation Independence and Integrity

If a proposal involves research and/or evaluation, regardless of the proposal's other merits, in order to receive funds, the applicant must demonstrate research/evaluation independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity, both in this proposal and as it may relate to the applicant's other current or prior related projects. This documentation may be included as an attachment to the application which addresses BOTH i. and ii. below.

i. For purposes of this solicitation, applicants must document research and evaluation independence and integrity by including, at a minimum, one of the following two items:

a. A specific assurance that the applicant has reviewed its proposal to identify any research integrity issues (including all principal investigators and sub-recipients) and it has concluded that the design, conduct, or reporting of research and evaluation funded by BJA grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of part of its staff, consultants, and/or sub-recipients responsible for the research and evaluation or on the part of the applicant organization;

OR

b. A specific listing of actual or perceived conflicts of interest that the applicant has identified in relation to this proposal. These conflicts could be either personal (related to specific staff, consultants, and/or sub-recipients) or organizational (related to the applicant or any subgrantee organization). Examples of potential investigator (or other personal) conflict situations may include, but are not limited to, those in which an investigator would be in a position to evaluate a spouse's work product (actual conflict), or an investigator would be in a position to evaluate the work of a former or current colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization could not be given a grant to evaluate a project if that organization had itself provided substantial prior technical assistance to that specific project or a location implementing the project (whether funded by OJP or other sources), as the organization in such an instance would appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability of an evaluation or research product is a problem and must be disclosed.

ii. In addition, for purposes of this solicitation applicants must address the issue of possible mitigation of research integrity concerns by including, at a minimum, one of the following two items:

a. If an applicant reasonably believes that no potential personal or organizational conflicts of interest exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion. Applicants MUST also include an explanation of the specific processes and procedures that the applicant will put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or sub-recipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest.

OR

b. If the applicant has identified specific personal or organizational conflicts of interest in its proposal during this review, the applicant must propose a specific

and robust mitigation plan to address conflicts noted above. At a minimum, the plan must include specific processes and procedures that the applicant will put in place to eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or sub-recipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

Considerations in assessing research and evaluation independence and integrity will include, but are not be limited to, the adequacy of the applicant's efforts to identify factors that could affect the objectivity or integrity of the proposed staff and/or the organization in carrying out the research, development, or evaluation activity; and the adequacy of the applicant's existing or proposed remedies to control any such factors.

9. Financial Management and System of Internal Controls Questionnaire

In accordance with 2 CFR 200.205, Federal agencies must have in place a framework for evaluating the risks posed by applicants before they receive a Federal award. To facilitate part of this risk evaluation, **all** applicants (other than an individual) are to download, complete, and submit this form.

10. Disclosure of Lobbying Activities

All applicants must complete this information. Applicants that expend any funds for lobbying activities are to provide the detailed information requested on the form Disclosure of Lobbying Activities (SF-LLL). Applicants that do not expend any funds for lobbying activities are to enter "N/A" in the text boxes for item 10 ("a. Name and Address of Lobbying Registrant" and "b. Individuals Performing Services").

How to Apply

Applicants must register in, and submit applications through Grants.gov, a "one-stop storefront" to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at www.Grants.gov. Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800**-**518**-**4726** or **606–545–5035**, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take several weeks** for first-time registrants to receive confirmation and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date to allow time 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.

BJA strongly encourages all prospective applicants to sign up for Grants.gov email notifications regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be automatically notified.

Note on File Names and File Types: Grants.gov only permits the use of certain specific characters in names of attachment files. Valid file names may include only the characters shown in the table below. Grants.gov is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below.

Characters	Special Characters		
Upper case (A – Z)	Parenthesis ( )	Curly braces { }	Square brackets [ ]
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Underscore (__)	Comma (,)	Semicolon (;)	Apostrophe (‘)
Hyphen (-)	At sign (@)	Number sign (#)	Dollar sign ($)
Space	Percent sign (%)	Plus sign (+)	Equal sign (=)
Period (.)	**When using the ampersand (&) in XML, applicants must use the “&” format.**		

Grants.gov is designed to forward successfully submitted applications to OJP’s Grants Management System (GMS).

GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.” GMS may reject applications with files that use these extensions. It is important to allow time to change the type of file(s) if the application is rejected.

All applicants are required to complete the following steps:

OJP may not make a federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time the federal awarding agency is ready to make a federal award, the federal awarding agency may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

1. **Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866–705–5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1-2 business days.

2. **Acquire registration with the System for Award Management (SAM).** SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. Applicants must **update or renew their SAM registration annually** to maintain an active status.

   Applications cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. **The information transfer from SAM to Grants.gov can take up to 48 hours.** OJP recommends that the applicant register or renew registration with SAM as early as possible.

Information about SAM registration procedures can be accessed at www.sam.gov.

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password**. Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.

4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Note that an organization can have more than one AOR.

5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.833, titled "National Sexual Assault Kit Initiative," and the funding opportunity number is BJA-2015-4116.

6. **Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive two notifications from Grants.gov. The first will confirm the receipt of the application and the second will state whether the application has been successfully validated, or rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received and then receive a rejection notice a few minutes or hours later. Submitting well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** to the application due date to allow time 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.

   Click here for further details on DUNS, SAM, and Grants.gov registration steps and timeframes.

Note: Duplicate Applications
If an applicant submits multiple versions of the same application, BJA will review only the most recent system-validated version submitted. See Note on File Names and File Types under How to Apply.

Experiencing Unforeseen Grants.gov Technical Issues
Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must contact the Grants.gov Customer Support Hotline or the SAM Help Desk to report the technical issue and receive a tracking number. Then applicant must e-mail the BJA contact identified in the Contact Information section on page 2 **within 24 hours after the application deadline** and request approval to submit their application. The e-mail must describe the technical difficulties, and include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: BJA *does not* automatically approve requests.** After the program office reviews the submission, and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the applicant failed to follow all required procedures,

which resulted in an untimely application submission, OJP will deny the applicant's request to submit their application.

The following conditions are generally insufficient to justify late submissions:

- Failure to register in SAM or Grants.gov in sufficient time
- Failure to follow Grants.gov instructions on how to register and apply as posted on its web site
- Failure to follow each instruction in the OJP solicitation
- Technical issues with the applicant's computer or information technology environment, including firewalls

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding web page at www.ojp.gov/funding/Explore/CurrentFundingOpportunities.htm.

E. Application Review Information

Selection Criteria

The following five selection criteria will be used by peer reviewers to evaluate each application, with different weight given to each based on the percentage value listed after each individual criteria. For example, the first criteria, "Statement of the Problem," is worth 15 percent of the entire score in the application review process.

1. **Statement of the Problem (15 percent)**
   Provide an overview of the issue of unsubmitted sexual assault kits and the current challenges this issue poses for law enforcement agencies, forensic professionals, advocates, and victims of sexual assault. Describe generally the need for TTA among local jurisdictions in an effort to achieve reform as described in this grant announcement. Describe the role of a comprehensive, multidisciplinary response model in reducing the number of unsubmitted SAKs and improving response to sexual assault in jurisdictions across the nation.

2. **Project Design and Implementation (40 percent)**
   Detail how the applicant will implement the deliverables listed in the Program-Specific Information section. Describe how the applicant will identify, assess, and deliver TTA needs for individual grantee sites. Explain how the applicant will work with jurisdictions to establish and sustain a multidisciplinary, community-based approach to reforming sexual assault response practices. If the applicant proposes a formal partnership or TTA consortium with one or more external organizations, fully describe how this partnership will be implemented to provide a diverse array of TTA services and subject-matter expertise outlined in this solicitation. Identify methods to promote the results of the SAKI grantees.

3. **Capabilities and Competencies (30 percent)**
   Fully describe the capabilities and competencies of the staff assigned to develop and deliver TTA nationwide as outlined in the Project Design and Implementation. Applicants must demonstrate experience in providing technical assistance on a range of forensic, investigative, prosecution, and victim services issues as they relate to crimes of sexual assault and unsubmitted SAKs. The applicant must demonstrate capacity to deliver TTA services on a national basis. If a formal partnership or TTA consortium with other entities is

proposed to provide ready access to required subject-matter expertise in the aforementioned issues, describe the experience, subject-matter expertise, and management competencies of each proposed partner organization.

4. **Plan for Collecting the Data Required for this Solicitation's Performance Measures (5 percent)**
   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.

5. **Budget (10 percent)**
   Provide a proposed 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 goals of the project. [9]

   Applicants should budget for hosting three 2-day SAKI grantee meetings during the 36-month period. The meetings may be held in Washington, DC area or other regions of the country.

Review Process
OJP is committed to ensuring a fair and open process for awarding grants. BJA reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. For purposes of assessing whether applicants have met basic minimum requirements, OJP screens applications for compliance with specified program requirements to help determine which applications should proceed to further consideration for award. Although program requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP grant programs:

- Applications must be submitted by an eligible type of applicant
- Applications must request funding within programmatic funding constraints (if applicable)
- Applications must be responsive to the scope of the solicitation
- Applications must include all items designated as "critical elements"
- Applicants will be checked against the General Services Administration's Excluded Parties List

For a list of critical elements, see "What an Application Should Include" under Section D. Application and Submission Information.

BJA may use internal peer reviewers, external peer reviewers, or a combination, to assess applications meeting basic minimum requirements on technical merit using the solicitation's

[9] 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.

selection 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 matter of this solicitation. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. Peer reviewers' ratings and any resulting recommendations are advisory only, although their views are considered carefully. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance under prior BJA and OJP awards, and available funding.

OJP reviews applications for potential discretionary awards to evaluate the risks posed by applicants before they receive an award. This review may include but is not limited to the following:

1. Financial stability and fiscal integrity
2. Quality of management systems and ability to meet the management standards prescribed in the Financial Guide
3. History of performance
4. Reports and findings from audits
5. The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-federal entities
6. Proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and whether those costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider factors including, but not limited to, peer review ratings, underserved populations, geographic diversity, strategic priorities, past performance under prior BJA and OJP awards, and available funding when making awards.

F. Federal Award Administration Information

Federal Award Notices
OJP award notification will be sent from GMS. Recipients will be required to log in; accept any outstanding assurances and certifications on the award; designate a financial point of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document by the authorized representative and the scanning of the fully-executed award document to OJP.

Administrative, National Policy, and other Legal Requirements
If selected for funding, in addition to implementing the funded project consistent with the agency-approved project proposal and budget, the recipient must comply with award terms and conditions, and other legal requirements, including but not limited to OMB, DOJ or other federal regulations which will be included in the award, incorporated into the award by reference, or are otherwise applicable to the award. OJP strongly encourages prospective applicants to review the information pertaining to these requirements **prior** to submitting an application. To assist applicants and recipients in accessing and reviewing this information, OJP has placed pertinent information on its Solicitation Requirements page of the OJP Funding Resource Center.

Please note in particular the following two forms, which applicants must accept in GMS prior to the receipt of any award funds, as each details legal requirements with which applicants must provide specific assurances and certifications of compliance. Applicants may view these forms in the Apply section of the OJP Funding Resource Center and are strongly encouraged to review and consider them carefully prior to making an application for OJP grant funds.

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

- Standard Assurances

Upon grant approval, OJP electronically transmits (via GMS) the award document to the prospective award recipient. In addition to other award information, the award document contains award terms and conditions that specify national policy requirements[10] with which recipients of federal funding must comply; uniform administrative requirements, cost principles, and audit requirements; and program-specific terms and conditions required based on applicable program (statutory) authority or requirements set forth in OJP solicitations and program announcements, and other requirements which may be attached to appropriated funding. For example, certain efforts may call for special requirements, terms, or conditions relating to intellectual property, data/information-sharing or -access, or information security; or audit requirements, expenditures and milestones, or publications and/or press releases. OJP also may place additional terms and conditions on an award based on its risk assessment of the applicant, or for other reasons it determines necessary to fulfill the goals and objectives of the program.

Prospective applicants may access and review the text of mandatory conditions OJP includes in all OJP awards, as well as the text of certain other conditions, such as administrative conditions, via Mandatory Award Terms and Conditions page of the OJP Funding Resource Center.

As stated above, BJA anticipates that it will make any award from this in the form of a cooperative agreement. Cooperative agreement awards include standard "federal involvement" conditions that describe the general allocation of responsibility for execution of the funded program. Generally-stated, under cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient in implementing the funded and approved proposal and budget, and the award terms and conditions. Responsibility for oversight and redirection of the project, if necessary, rests with BJA.

In addition to any "federal involvement" condition(s), OJP cooperative agreement awards include a special condition specifying certain reporting requirements required in connection with conferences, meetings, retreats, seminars, symposium, training activities, or similar events funded under the award, consistent with OJP policy and guidance on conference approval, planning, and reporting.

[10] *See generally* 2 C.F.R. 200.300 (provides a general description of national policy requirements typically applicable to recipients of federal awards, including the Federal Funding Accountability and Transparency Act of 2006 (FFATA)).

General Information about Post-Federal Award Reporting Requirements
Recipients must submit quarterly financial reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with 2 CFR Part 200. Future awards and fund drawdowns may be withheld if reports are delinquent.

Special Reporting requirements may be required by OJP depending on the statutory, legislative or administrative obligations of the recipient or the program.

G. Federal Awarding Agency Contact(s)

For additional Federal Awarding Agency Contact(s), see the Title page.

For additional contact information for Grants.gov, see the Title page.

H. Other Information

Provide Feedback to OJP
To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review/peer review process. Provide feedback to OJPSolicitationFeedback@usdoj.gov.

IMPORTANT: This e-mail is for feedback and suggestions only. Replies are **not** sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, **you must** directly contact the appropriate number or e-mail listed on the front of this solicitation document. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please e-mail your resume to ojppeerreview@lmbps.com. The OJP Solicitation Feedback email account will not forward your resume. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

Application Checklist
FY 2015 The Sexual Assault Kit Initiative: National Training and Technical Assistance

This application checklist has been created to assist in developing an application.

What an Applicant Should Do:

Prior to Registering in Grants.gov:
_____ Acquire a DUNS Number (see page 22)
_____ Acquire or renew registration with SAM (see page 22)
To Register with Grants.gov:
_____ Acquire AOR and Grants.gov username/password (see page 23)
_____ Acquire AOR confirmation from the E-Biz POC (see page 23)
To Find Funding Opportunity:
_____ Search for the Funding Opportunity on Grants.gov (see page 23)
_____ Download Funding Opportunity and Application Package (see page 23)
_____ Sign up for Grants.gov email notifications (optional) (see page 21)
_____ Read Important Notice: Applying for Grants in Grants.gov
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 page 23)
If no Grants.gov receipt, and validation or error notifications are received:
_____ contact the NCJRS Response Center regarding experiencing technical difficulties (see page 2)

General Requirements:

_____ Review the Solicitation Requirements in the OJP Funding Resource Center.

Scope Requirement:

_____ The federal amount requested is within the allowable limit(s) of $6 million.

Eligibility Requirement: For-profit organizations, nonprofit organizations (including tribal nonprofit or for-profit organizations), faith-based and community organizations, institutions of higher education (including tribal institutions of higher education), and consortiums with demonstrated experience providing national and local-level training and technical assistance.

What an Application Should Include:

_____ Application for Federal Assistance (SF-424) (see page 13)
_____ Project Abstract (see page 13)
_____ *Program Narrative (see page 14)
_____ *Budget Detail Worksheet (see page 17)
_____ *Budget Narrative (see page 17)
  _____ Employee Compensation Waiver request and justification (if applicable) (see page11)
  _____ Read OJP policy and guidance on conference approval, planning, and reporting available at ojp.gov/financialguide/PostawardRequirements/chapter15page1.htm

(see page 12)
_____ Disclosure of Lobbying Activities (SF-LLL) (see page 21)
_____ Indirect Cost Rate Agreement (if applicable) (see page 17)
_____ Tribal Authorizing Resolution (if applicable) (see page 18)
_____ Applicant Disclosure of High Risk Status (see page 18)
_____ Additional Attachments
_____ Timeline (see page 18)
_____ Position Descriptions and Resumes (see page 18)
_____ Applicant Disclosure of Pending Applications (see page 19)
_____ Research and Evaluation Independence and Integrity (see page 19)
_____ Financial Management and System of Internal Controls Questionnaire (if applicable) (see page 21)

*** Note:** These elements are the basic minimum requirements for applications. Applications that do not include these elements shall neither proceed to peer review nor receive further consideration by BJA.